

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Department of Secretary of State, Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:		Thomas Bull		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$8,016.00	Advantage CT / RQS #:	20220309000000000988	
CONTRACT	Proposed Start Date:	03-09-2022	Proposed End Date:	03-31-2022
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Central Maine Cabinetry & Millwork Inc., Lewiston Maine		
Brief Description of Goods/Services/Grant:		New work surfaces for the Topsham branch		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

This RQS is for the manufacturing of six replacement work surfaces for the Topsham branch. These are custom designed and manufactured work surfaces that need to be built to precise requirements and measurements.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

For this project, a vendor was needed that could custom manufacture work surfaces to precise specifications and of good quality. In December/January, a number of different vendors were approached about manufacturing similar work surfaces for another project, including a past vendor – Windham Millwork; only the current vendor replied that they were interested, qualified and available. These work surfaces were ordered shortly after the earlier order, and it made sense to stick with the original vendor.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The rates being used are consistent with past invoices from other vendors.

4. Describe the plan for future competition for the goods or services.

Will continue to consider the work needed and the most efficient and cost-effective manner to meet business needs; will consider bid process if project warrants and time allows.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

David Lachance

Printed Name:

David Lachance

Date:

3-9-2022

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Debbie Jacques

Printed Name:

1DFA565D481F42E...
Debbie Jacques

Date:

3/11/2022