

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: | SOS/BMV/Stockroom | | |
| Department Contract Administrator or Grant Coordinator: | David Lachance | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 34,354.58 | Advantage CT / RQS #: | 29B 20220321*1032 |
| CONTRACT | Proposed Start Date: | immediately | Proposed End Date: |
| 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: | Snowman Printing 1 Printer's Drive Hermon ME 04401 | | |
| Brief Description of Goods/Services/Grant: | Emergency Order for Registration Forms | | |

| 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 |
| | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | 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. |

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PART III: SUPPLEMENTAL INFORMATION

This order is for MVR3E registration forms. We need these forms in order to supply municipalities with them so they can process registrations for customers. The most recent vendor has delayed delivery of these forms twice and now we won't get them until end of May. We will run out much sooner than that and need some ASAP.

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

Snowman Printing is able to produce these locally and get them to us much sooner than the current vendor. This will allow us to continue business practice until we get the original order delivery.

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

Snowman was willing to work on this with extremely short notice, and is able to get us product quickly.

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

Until supply chain issues are resolved, I don't know how to ensure timely delivery of products.

PART IV: APPROVALS

| | | | |
|---|--|--------------|----------------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| | <i>David Lachance</i> <i>lal</i> <i>3/22/2022</i> | | |
| Printed Name: | David Lachance | Date: | March 22, 2022 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small> <i>Debbie Jacques</i> | | |
| Printed Name: | <small>1DFA565D481F42E...</small> Debbie Jacques | Date: | 3/22/2022 |