

**PROCUREMENT JUSTIFICATION FORM (PJF)**

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Marc Theberge	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 45,287.76	Advantage CT / RQS #:	29B 20230227000000001026
CONTRACT	Proposed Start Date:	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:		SteeleSummit, 6000 FELDWOOD ROAD, COLLEGE PARK, GA 30349	
Brief Description of Goods/Services/Grant:		Conversion coated aluminum for license plate production. Aluminum swap to exchange bad metal with good. This PJF is to cover the coil overage after the pound for pound weight swap.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

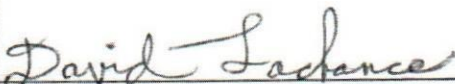
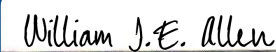
Check the box below for the justification(s) that applies to this request. (Check all that apply.)

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

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	This PJF is to cover the aluminum coil weight overage for the swap of bad aluminum from 2 prior orders from SteeleSummit of 6000 Feldwood road, college Park, Ga 30349. The bulk of the bad metal was shipped on 8/26/2022 on BPO#29B 2021100500000000270. 22,856 pounds is being replaced at no change on this order. Original metal was \$2.94/pound for a total value of \$67,196.64. The bad metal from the 2 nd order shipped on 11/28/2022 totaled 4,065 pounds at \$2.79/pound for a total value of \$11,346.35 on BPO 29B 20220627000000001203. Total combined weight to be exchanged 26,921 pounds. Total coil weight being shipped is 42,325 pounds creating a difference of 15,404 pounds at \$2.94 with a value of \$45,287.76.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	SteelSummit was the original supplier of the bad metal, so it follows that Steelsummit needs to replace the bad metal.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The price/pound used for the overage metal is the current market price of the aluminum conversion coated metal.
4. Describe the plan for future competition for the goods or services.	BMV always goes out to bid for all conversion coated aluminum orders.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	David Lachance, Director of Administrations	Date:	3/7/2023
Signature of DAFS Procurement Official:			
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	3/9/2023