



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:	Dave Lachance		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$7,659.00	Advantage CT / RQS #:	20240226000000001207
CONTRACT	Proposed Start Date:	3/1/2024	Proposed End Date: 6/30/2024
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:	Rydin PO Box 7233 Streamwood, Illinois 60197		
Brief Description of Goods/Services/Grant:	18,500 of 2025 Maine Fuel Decals		

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 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 RQS is for the production of 18,500 of the 2024-2025 Maine Only Fuel Decals for the Motor Carrier Section IFTA/Fuel Unit within the Bureau of Motor Vehicles. These decals are required under IFTA Rule Chapter 165 for any qualifying vehicle not traveling in two or more jurisdictions (intrastate). Maine Only Decal carriers are required to file a once-a-year application and report miles traveled and fuel gallons bought, which are then reported to Department of Transportation and Department of Environmental Protection. The revenue from these decals goes to the highway fund, these decals are proof of compliance with IFTA Rule Chapter 165.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The specifications and design of the fuel decal decals are very precise and need to be of an assured quality and durability; the printing needs to be clear and legible, and the adhesiveness needs to be durable. Rydin has been producing Maine's decals since 2004 and has proven themselves as a competent and reliable vendor for these important decals. Prior to Rydin, the decals were produced in house. In 2021, another company was contracted and there were many issues identified - misnumbering, bad quality sticker stock, static issues, reflective issues, and adhesive issues. These problems were reported to BMV leadership by customers and staff. Due to the importance of the decals, and Rydin's stellar track record, BMV is contracting with Rydin for this order of decals. The critical nature of these decals to the operations of BMV and other state agencies, along with the importance to the trucking industry, demands a high-quality product that meets the specifications and needs as determined by the Bureau and federal regulations. Rydin has proven over 10 years of production to be able to produce these important stickers, and there is a risk of failure with going with another vendor – a failure that could negatively impact the Maine Fuel Program and put the state out of compliance with Federal standards and requirements.

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

Costs are consistent to past rates and are reasonable. A previous effort to solicit bids ended up with an inferior product that did not meet business or operational needs.

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

Will consider competitive bidding in balance with operational needs of the Bureau.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department signatory understands and acknowledges Title 17, Chapter 101, §3104.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>David Lachance</i>		
Typed Name:	David Lachance	Date:	2-29-24
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	3/14/2024