



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

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:		Dept. of the Secretary of State/Division of Elections	
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 115,000	Advantage CT / RQS #:	29A 20171227*2030
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	
AMENDMENT	Original Start Date:	1/11/2018	Effective Date: 1/1/2024
	Previous End Date:	12/31/2023	New End Date: 12/31/2024
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		IVS, LLC Turners Station, KY	
Brief Description of Goods/Services/Grant:		The Provider will continue to supply the Department with an online solution to provide blank absentee ballots to uniformed service and overseas voters as well as to provide accessible electronic absentee ballots to voters with disabilities and a ballot scanning and tabulation system to tabulate the marked ballots.	

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.

As a result of RFP #201708153 issued in 2017, the State selected IVS, LLC to develop and provide a software service to generate blank absentee ballots to uniformed service and overseas voters (i.e., UOCAVA voters) and to provide credentials for these voters to access their ballots, mark them and return them to the State. In the fall of 2020, as a result of a lawsuit, the State had to amend its contract with IVS, LLC to add the capability to generate accessible electronic absentee ballots for voters with disabilities, that could be marked and returned to the State electronically. The lawsuit was settled in 2021. This settlement requires the State to continue to provide accessible absentee ballots through November 30, 2024.

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

IVS, LLC was awarded a contract for a 2-year term, with one 4-year extension, which expired at the end of 2023. However, less than one month after the November 7, 2023 Referendum election (by December 5, 2023), the State had to have absentee ballot requests available for the March 5, 2024 Presidential Primary election and had to begin creating ballots and making other preparations for issuing ballots to UOCAVA voters by January 20, 2024. Within 6 days after the conclusion of the March 5, 2024 Presidential Primary (by March 11, 2024), the State has to have absentee ballot requests available for the June 11, 2024 State Primary and has to begin creating ballots and making other preparations for issuing ballots to UOCAVA voters by April 27, 2024. Finally, less than 2 months after the conclusion of the June 11, 2024 State Primary, the State must make absentee ballot requests available for the November 5, 2024 Presidential General Election. No other vendor would have been able to create the infrastructure and be ready to generate ballots for these elections. Pursuant to the legal settlement referenced in Item #1, the State would be in jeopardy if it could not produce the electronic accessible absentee ballots it has used since November of 2020.

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

The vendor's proposal was selected as the best value for the State and this extension is in line with the costs under the original RFP response.

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

The State plans to issue an RFP after the November 2024 General Election to select a vendor to generate UOCAVA and accessible absentee ballots starting in 2025.

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


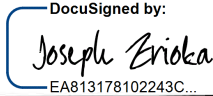
Does this request utilize ARPA/MJRP funds?

 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):			
Typed Name:	Julie L. Flynn, Dep. Secretary of State	Date:	2-27-24
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/15/2024