



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:                     |                      | DAFS/BGS/Postal                        |                              |
| Department Contract Administrator or Grant Coordinator: |                      | Kristi Travis                          |                              |
| (If applicable) Department Reference #:                 |                      |  |                              |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 144,000           | Advantage CT / RQS #:                  | CT<br>20240311*2440          |
| CONTRACT  | Proposed Start Date: | <b>3/15/2024</b>                       | Proposed End Date: 3/15/2026 |
| 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,<br>City, State:           |                      | NH Print & Mail Services<br>Concord NH |                              |
| Brief Description of<br>Goods/Services/Grant:           |                      | Sortation of flat size mail pieces     |                              |

| 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.

NH Print & Mail Services has the ability to presort flat size mail pieces allowing the State of Maine postage savings for each piece processed

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

NH Print & Mail Services is the only vendor with the capabilities to process these flat to the specifications and time table needed in New England.

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

Costs were based on similar processes done outside of the New England area.

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

State Postal will continue to explore other vendors and look at cooperative agreements for alternative vendors.

### 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: APPROVALS

The signatures below indicate approval of this procurement request.

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

*Andrew J Giroux*

Typed Name:

Andrew J Giroux

Date:

03/15/23

**Procurement Justification Form (PJF)**

|  |  |       |           |
|--|--|-------|-----------|
| Signature of DAFS<br>Procurement Official: | DocuSigned by:<br><i>Joseph Zrioka</i><br>EA813178102243C... |       |           |
| Typed Name:                                | Joseph Zrioka Director of IT Procurement                     | Date: | 3/23/2024 |