



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Sec. of State Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Bruno Inacio	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 17910.00	Advantage CT / RQS #: RQS 29B 20250326*1377
CONTRACT	Proposed Start Date:	3/26/25	Proposed End Date: 5/1/25
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:		Lindenmeyr Munroe 190 Riverside St., Portland ME	
Brief Description of Goods/Services/Grant:		Envelopes	

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.

Lindenmeyr is the only place that has the specific items needed. The product must meet specific requirements in order to be used in our printing equipment.

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

Several vendors have envelopes, but only Lindenmeyr has product that meets the exact specifications. I checked master agreement vendors along with other vendors in the market but was not able to find the exact item.

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

Each order of 90,000 is priced at \$5215.50 and \$3739.50 respectively and does not include freight cost. Other vendors have similar or higher prices, but the product is not the same. We order 3-4 times per year, resulting in exceeding the annual open market limit.

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

We will work with Purchases to take the appropriate steps toward finding the best value for what is needed while keeping costs down overall.

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); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Bruno Inacio	Date:	3/27/25
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Justin Franzose AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	4/4/2025