



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:		DAFS/BGS/Postal		
Department Contract Administrator or Grant Coordinator:		Kristi Travis		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 144,000.00	Advantage CT / RQS #:	CT 20240311*2440
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	3/15/2024	Effective Date:	3/15/2024
	Previous End Date:	3/15/2026	New End Date:	3/15/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		NH Print & Mail Services Concord NH		
Brief Description of 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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

State Postal processes tens of thousands of flat size mail pieces each month. State Postal's presorting equipment does not accommodate larger, flat envelopes, resulting in full-rate United States Postal charges. NH print & Mail has been identified as having equipment that will presort flat mail pieces, add a barcode and sorting them into zipcode groupings, saving the State of Maine up to 40% on flat envelope postage charges. These postage savings are passed back to the agencies after a small processing fee is subtracted. Each year we look to estimate the usage of the contract based on the previous year's spend, this amendment will fund the estimated contract processing fees for the coming fiscal year.

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

NH Mail & Print was selected by the State of Maine due to their ability to process these items the next day. No other vendor has the equipment and can meet this timetable for mail pieces produced in the Augusta area needed to comply with State and Federal timelines for processing.

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

Costs were compared to similar processing costs outside the New England area. The benefits of the reduced rates provided by this presorting service more than compensate for the cost, thereby reducing overall agency postage charges.

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

State Postal will continue to explore other vendors and technology that can facilitate similar savings and meet federal and state requirements.

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.

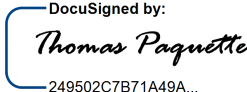
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	<i>Andrew J Giroux</i>		
Typed Name:	Andrew J Giroux	Date:	3/5/2025
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	4/25/2025