

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		MDIFW – Information & Education	
Department Contract Administrator or Grant Coordinator:		Emily MacCabe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	Adding - \$38,000 Total = \$134,460	Advantage CT / RQS #:	09A-20180111*2164
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Erica Johnson, Portland, Maine	
Brief Description of Goods/Services/Grant:		Visual items for use by the Department on projects associated with the Communications Plan.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
<b>x</b>	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

**Provider to complete graphic design services to create elements needed to support the Department's Communications Plan.**

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## PART III: SUPPLEMENTAL INFORMATION

### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This vendor has helped create our brand guide and has done a number of other project, so it makes sense to continue services with this vendor as she already has all the elements to keep projects within the brand guidelines and is very familiar with the look and feel we want.  
RFP#201606120 – Renewal Period #1

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

Erica has always shown to be the most cost-effective vendor in our qualified vendors list. Costs were agreed upon between the vendor and the Department.

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

This vendor is park of our RFP process and we do put similar projects out to bid amongst our preferred vendors.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Emily MacCabe</i>		
<b>Printed Name:</b>	Emily MacCabe	<b>Date:</b>	May 4, 2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	5/15/2020