

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:		Corrections/Administration			
Department Contract Administrator or Grant Coordinator:		Mark McCarthy			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 7,271.24	Advantage CT / RQS #:	RQS 03A 20200527*1283		
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date:	6/30/21	
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:		The Cima Companies/Woodbridge, VA			
Brief Description of Goods/Services/Grant:		Volunteers Insurance			

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. Amendment		H. State Statute/Agency Directed
X	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.

The Department has members of the public who volunteer in our facilities across the state. It is responsible and necessary to provide insurance protection for those people when they are in our facilities given the nature of correctional facilities.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

This is an insurance that the Div. of Risk Management could not provide to the Department. We had them search out companies that could provide an insurance coverage for volunteers and CIMA was one of the only companies out there.

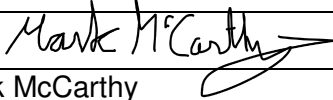
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The rates are set by the vendor. They have increased incrementally over the years. Today's rates are approximately 20% more than they were in 2010, which the Department finds reasonable. The rates for this year match the last few years.

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

The Department is willing to work with the Div. of Risk Management in the future to see if there are more companies in the market that provide this specialized type of insurance. If there are, the Department is willing to competitively bid the need.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Mark McCarthy	Date:	5/26/20
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Printed Name:	William J.E. Allen	Date:	5/27/2020

NOI 0520200438 Confirming 05/27/2020 - 06/02/2020