



## 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:	Secretary of State; Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:	Beverly Campbell		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$7,770.00	Advantage CT / RQS #:	RQS 20250407*1439
CONTRACT	Proposed Start Date:	4/4/2025	Proposed End Date: 9/26/2025
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:	Rydin PO Box 7233 Streamwood, Illinois 60197		
Brief Description of Goods/Services/Grant:	18,500 25- 26 Maine Fuel Decals		

### 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.

The RQS is for the production of 18,500 of the 25-26 Maine Only Fuel Decals for Motor Carrier Section IFTA/Fuel Unit with the Bureau of Motor Vehicles. These decals are required under IFTA Rule Chapter 165 for any qualifying vehicle not traveling in two or more jurisdictions (intrastate). Maine only Decal carriers are required to file a once-a-year application and report miles traveled and fuel gallons bought. This information is then reported to the Department of Transportation and Department of Environmental Protection. The revenue from these decals, goes to the highway fund. These decals are proof of compliance with IFTA Rule Chapter 165.

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

The specification and design of the fuel decal are very precise and need to be of an assured quality and durability. The printing needs to be clear and legible, and the adhesiveness needs to be durable. Rydin has been producing Maine's decals since 2004 and has proven themselves as competent and reliable in delivering these requirements. Prior to Rydin, the decals were produced in house. In 2021, another company was contracted and there were many issues identified. Due to the importance of the decals, and Rydin's ability to deliver required specs, we would prefer to maintain Rydin as the provider for these decals.

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

Costs are consistent to past rates and are reasonable. A previous effort to solicit bids ended up with an inferior product that did not meet the business needs.

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

Will comply with competitive bid for next years needs.

### 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, Director of Admin Services	Date:	4/4/2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	5/5/2025

