



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, Maine State Archives	
Department Contract Administrator or Grant Coordinator:		Tammy Marks Director of Maine State Archives	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 22,321.00	Advantage CT / RQS #:	20250306000000001260
CONTRACT	Proposed Start Date:	5/5/2025	Proposed End Date: 7/31/2025
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:		Wolfe Editions 61 Pleasant Street Portland Maine 04101	
Brief Description of Goods/Services/Grant:		State of Maine Constitution printing on vellum and handmade paper. Pre-press, composition lead type, and hand printing, slip sheeting and packaging.	

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.	
<p>Every ten years, the Maine State Constitution is arranged by the Chief Justice of the Supreme Court to reflect any changes or amendments that have passed in the previous decade. In early 2024, Chief Justice Stanfill arranged the State Constitution. According to law, it is the responsibility of the Secretary of State Department to print the State Constitution every ten years. This project is to coordinate the printing of a booklet version of the State Constitution as well as a formal, official version for the Maine State Archives collection as well as gifts to each of the 5 Wabanaki nations.</p>	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
<p>The official copy of the Maine State Constitution for the Maine State Archives collection should be printed by letter press or screen printing, onto vellum. The 5 copies for the Wabanaki Nations should be printed following the same format, but on Parchment. The official copies should measure roughly 16" x 20" or larger. This vendor has done this work before and was able to accommodate what we needed, others we reached out to as possibilities could not deliver. Below vendors were contacted and could not provide the requested service / quality that is needed: Nova Printers, Adam Graphic, Franklin Printing and Snowman Group.</p>	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
<p>The cost is fair and reasonable with this type of specialized work. This vendor could do the work in the timeframe we needed and supply the vellum and handmade paper while others could not. OSC has made prior approval for a partial prepayment and the vendor has added a guarantee to cover the cost of vellum if there is an error on their part with handling/printing.</p>	
4. Describe the plan for future competition for the goods or services.	
<p>This will be a one-time purchase.</p>	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

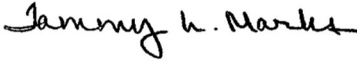
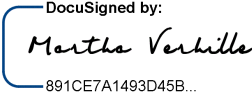
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Tammy Marks Director of Archives	Date:	5/8/2025
Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	5/9/2025