

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:		Secretary of State/ Bureau of Corporations, Elections & Commissions			
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	NTE \$ 164,034.00	Advantage CT / RQS #:	29A20200603000000001324		
CONTRACT	Proposed Start Date:	6/4/20	Proposed End Date:	7/30/20	
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:		JSI, 140 Park Street, P. O. Box 38, Milo, Maine 04463, 800-332-5505			
Brief Description of Goods/Services/Grant:		Custom protective barriers for Maine's voting places for the July 14, 2020 Primary and Special Referendum Election			

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization Covid-19 Supplies

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.

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PART III: SUPPLEMENTAL INFORMATION

Due to the COVID-19 pandemic, there is a need to provide all Maine voting places with personal protective equipment (PPE) for the poll workers and other protective supplies for the voting places for the July 14, 2020 elections, to protect both the election officials and the voting public. Although the State already provides voting equipment and supplies to each municipality, the need for this equipment is of an emergency nature due solely to the pandemic.

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

JSI manufactures protective acrylic barriers at each voting place. These barriers allow voting staff to serve the voting public face to face and provide safety for both the staff and the public. The vendor will ship directly to the 485 municipalities the number of barriers needed to protect approximately 7,000 poll workers for the July election.


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

A significant amount of research of these barriers has been done comparing the various products available, the protection these provide to the needs of the towns in regards the voting environment and of course the cost. JSI came in at a lower cost. (For comparison, the cost for 2 major elections supply companies was \$99 and \$179 respectively.) Although there are other sources for the Covid -19 protective barriers the vendor is a leader in this type of equipment and is an instate manufacturer which provide an additional benefit, reducing the time and cost of shipping of the barriers to the individual municipalities before the July 14th election.

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

As this purchase is of the emergency nature in that these barriers need to be in place in time for the election on July 14th, 2020 in the future the purchase of this type of equipment would go out to bid.

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:	Julie L. Flynn	Date:	6/4/2020
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Printed Name:	William J.E. Allen	Date:	6/9/2020

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