

## 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 Motor Vehicles			
Department Contract Administrator or Grant Coordinator:		Marc Theberge			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 106,704.00	Advantage CT / RQS #:	29B20200605000000003729		
CONTRACT	Proposed Start Date:	6/8/2020	Proposed End Date:	7/31/2020	
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:		<b>First Protection Services, INC, 250 US Route One, P. O. Box 7209, Scarborough, ME 04070-7209</b>			
Brief Description of Goods/Services/Grant:		Security Services for branch reopening to the public			

### 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 <b>Covid security for reopening</b>

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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

Due to the COVID virus all BMV locations were closed for several weeks. Now all locations are open by appointment only to the public. In order to maintain the required safety measures of social distancing it is necessary to control the number of people at a site entering for appointments. The guards are being used to help control the access to the BMV sites as well as mitigate conflicts that might arise due to the requirements of social distancing and wearing a facial mask.

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## PART III: SUPPLEMENTAL INFORMATION

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

As this service is of an emergency nature the vendor was provided through a prior RFP bid list for similar services. First Protection was the low bidder and is one of two vendors that will be covering the BMV locations by providing security services.

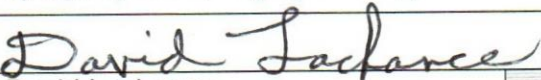
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

As this service is of an emergency nature the vendor was provided through a prior RFP bid list for similar services. First Protection was the low bidder and is one of two vendors that will be covering the BMV locations by providing security services. The cost as negotiated is comparable to the cost provided in RFP bid to hire security guards for this purpose.

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

In the future for services like this, BMV will have an RQS for this type of service posted in order to open the request up to all potential 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>		
			
<b>Printed Name:</b>	David Lachance	<b>Date:</b>	6/5/2020
<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>	6/12/2020