

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:		Department of Education, Commissioner's Office		
Department Contract Administrator or Grant Coordinator:		Chelsey Fortin-Trimble		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$14,600.00	Advantage CT / RQS #:	RQS20200618000000001389	
CONTRACT	Proposed Start Date:	06/22/2020	Proposed End Date:	07/31/2020
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:		Swan Island Press LLC, PO BOX 851, Portland ME 04104		
Brief Description of Goods/Services/Grant:		292 books Maine Education and School Statutes updated thru Second Regular Session 129th Legislature 2020-2021		

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.**

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PART III: SUPPLEMENTAL INFORMATION

The Department is required by statute Title 20-A M.R.S. §255(1)(A) to provide this information to our constituents (school administrative units).

The book with updated statutes enacted through the Second Regular Session of the 129th Maine Legislature needs to contain Title 20-A in its entirety, Title 20 in its entirety, Maine's Freedom of Access law in its entirety, and various other laws dealing with school finance, labor relations, conflicts of interest, municipal government and health and safety provisions as well as a Table of Contents and an Index.

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

The Department of Education does not have the staffing, expertise, time or equipment to compile amended school laws to be provided to school administrative units before or just after schools start for the new school year. No other State Agency or Legislative publication would be able to provide just Title 20, Title 20-A and a few other Sections of Titles that have been requested by school administrative units such as the Freedom of Access Act, some Labor statutes, some Municipal statutes and some pertaining to health and safety.

This is the only company that publishes this book.

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

This vendor has supplied Department of Education updated education and school statutes every year since 1995. Because of the number of books that we purchase we receive a bulk price. For the last three years it was \$46.00 each, soft cover, almost 500 pages double-sided including a table of contents and an index.

Vendor has quoted the price of \$50.00 each for this year informing us that the price for printing the book went up quite a bit from last year. Because of our long history and large orders, he has quoted the price for us of \$50.00 instead of his current price of \$55.00 for bulk pre-orders.



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

Currently, only this vendor provides these books, if another company offers this publication, we will put out another RFP. It is possible that another vendor might come up with a similar publication with a similar price although there has not been one in the past.

Notes: This vendor also publishes updated Maine Criminal Statutes including Title 17-A and parts of Title 15 as well as updated Maine Motor Vehicle Statutes including Title 29-A as separate books.

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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:	Daniel A. Chuhta	Date:	6/23/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	6/29/2020

Certificate Of Completion

Envelope Id: 0006F40AD0DA4C6AA4137DB7E1D1115C	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.184.11


Record Tracking

Status: Original 6/23/2020 4:00:42 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
Using IP Address: 98.2.238.149

Timestamp

Sent: 6/23/2020 4:00:45 PM
Viewed: 6/23/2020 4:00:54 PM
Signed: 6/23/2020 4:01:32 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	6/23/2020 4:00:45 PM
Certified Delivered	Security Checked	6/23/2020 4:00:55 PM
Signing Complete	Security Checked	6/23/2020 4:01:32 PM
Completed	Security Checked	6/23/2020 4:01:32 PM

Payment Events

Status

Timestamps