

## 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:	DAFS/MRS		
Department Contract Administrator or Grant Coordinator:	Debra Bartlett		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,500.00	Advantage CT / RQS #:	20170524*3633
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2020	Effective Date:
	Previous End Date:	06/30/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	JS McCarthy Printers, Augusta, ME		
Brief Description of Goods/Services/Grant:	Storage, inventory maintenance and mailing services for various State of Maine tax forms		

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>X</b>	B. Amendment		H. State Statute/Agency Directed
	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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## PART III: SUPPLEMENTAL INFORMATION

MRS requires inventory maintenance and distribution services, and storage for its various tax forms. JS McCarthy maintains an inventory of approximately 200,000 forms for the current tax year and five prior tax years. Inventory of the forms is managed via an internet-based archiving system developed and maintained by the vendor and is accessible to MRS. All orders are processed and prepared for mailing by the vendor. Tax practitioners submit orders using form 233ME and pay the applicable processing fee directly to the vendor. Continuance of these services is essential to avoid delays in providing tax forms and other income tax assistance to the public.

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

JS McCarthy's storage facility located at 15 Darin Drive, Augusta, Maine is located less than two miles from MRS' office and is easily accessible to MRS staff. MRS orders are picked up by MRS staff making the proximity of the vendor essential to the successful performance of these services.

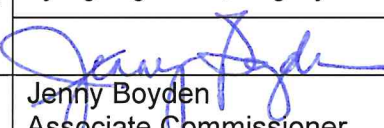
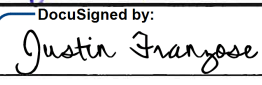
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

JS McCarthy has requested minimal increases since the inception of the contract. The implementation of a new inventory system with a new vendor would require significant start-up costs.

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

MRS will issue an RFP when the renewals for the current contract expire in 2022.

## 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>	Jenny Boyden Associate Commissioner	<b>Date:</b>	06/01/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	6/8/2021