

# 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 Secretary of State, Bureau of Motor Vehicles			
Department Contract Administrator or Grant Coordinator:	Thomas Bull			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	<b>\$9,063.00</b>	Advantage CT / RQS #:	20230315000000001104	
CONTRACT	Proposed Start Date:	<b>03-15-2023</b>	Proposed End Date:	<b>06-30-2023</b>
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:	Exactitude, 12 Sky View Drive, Cumberland, ME. 04110			
Brief Description of Goods/Services/Grant:	New interior security doors for HQ.			

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	X	J. Willing and Qualified
X	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>
The RQS is for the manufacturing and installation for new interior security doors at the Bureau of Motor Vehicles HQ. The new doors are needed due to the reopening BMV to the public, while at the same time providing a safe and secure environment for employees. BGS acquired a quote for this project at the request of BMV, and Exactitude was selected as the contractor for this project.

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### PART III: SUPPLEMENTAL INFORMATION

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

For this project, a vendor was needed that could manufacture and install interior security doors at BMV HQ. Exactitude provided a quote at the request of BGS and due to their previous work for the state, the specific needs of the project, the quality of their work on previous projects, as well as a tight timeline for the work, Exactitude was contracted with to take on the project.


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

The rates being used are consistent with market rates from other vendors.

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

Will continue to consider the work needed and the most efficient and cost-effective manner to meet business needs; will consider bid process if project warrants and time allows.

### 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>		
			
Printed Name:	David Lachance	Date:	6/20/23
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> william J.E. Allen	Date:	6/22/2023

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