



## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (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)	\$ 66,770.40	Advantage CT / RQS #:	29B 20230516000000001433
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:	Adam Graphic Corp., North Attleboro, MA 02760		
Brief Description of Goods/Services/Grant:	1 <sup>st</sup> printing of the new MVT-2 and MVT-2a title applications. These are vital for the roll out of the electronic titling system.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

**PART III: SUPPLEMENTAL INFORMATION**

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

A legislative work group and BMV has been developing a new electronic titling system to simplify and streamline the vehicle titling process. To do this BMV had to redesign the MVT-2 and the MVT-2a forms. It is key that the production of these forms be flawless and to have these forms ready for the program roll out coming soon. Due to this requirement, an experienced vendor is vital. The exact roll out of the new program is still to be determined but the forms must be ready now as sending these out to all the end users will be time consuming.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Adam Graphic was selected to help redesign the MVT-2 and MVT-2a forms as Adam Graphic has extensive experience with these forms. This has proven to be a tedious task in that the form was updated and changed 3 times during this process. Adam Graphic has produced the old forms many times and is well acquainted with the form. Adam Graphics helped BMV with the redesign of both new forms. Since Adam Graphic is very familiar with the redesigns of the forms BMV would like Adam Graphic to make the 1<sup>st</sup> order of the forms.

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

This rate from the budget quote is fair and reasonable based on prior quotes submitted last year for the same form.

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

In the future the Bureau of Motor Vehicles will continue go out to bid for similar requests.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**


Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	
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Typed Name:	David Lachance	Date:	5/26/2023
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	6/23/2023