



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 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:	Don Pelletier		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5146.40	Advantage CT / RQS #:	20250616*1948
CONTRACT	Proposed Start Date: 4/1/2025	Proposed End Date:	6/30/2025
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:	Allen Uniform Sales 385 Main St. South Portland, ME 04106		
Brief Description of Goods/Services/Grant:	Uniforms purchased		

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.

Uniform items are ordered twice a year in March and September. This is done to maintain the Examiner's stock of shirts and pants to keep a neat appearance. We also changed pants style due to the maker "Edwards" no longer making the pants we wore for many years. This caused a lag in pants orders that resulted in many pants becoming soiled and faded. As we transitioned to the new pants style this caused a larger than normal spring uniform order. Product has already been received.

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

Allen Uniform has been able to provide good service with timely order fulfillment. They're able to supply us with all our uniform needs such as pants, shirts, outerwear, hats, and alterations. There are very few uniform suppliers available to meet our needs. With Allen Uniform's history of timeliness and dependability there was no need to look elsewhere.

Click or tap here to enter text.

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

When a search has been done in previous years other uniform merchants are unable to provide the services/product needed.

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

Typically, uniform orders are not this large. This was caused by the change in pants manufacturer and the need to replace old and worn-out pants for nearly the entire staff. If the need arises in the future for a large order, we will seek other vendors to compete for a best price.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Bruno Inacio	Date:	6/16/25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>E5DB92AC0F8D490...</small>		
Typed Name:	Sue H. Garcia	Date:	6/18/2025