



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		DAFS/Office of Procurement Services/Postal		
Department Contract Administrator or Grant Coordinator:		Stephanie Davies		
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS #:	CT 20240311*2440	
Amount: (Contract/Amendment/Grant)		\$150,000		
CONTRACT	Proposed/Original Start Date:	3/15/2024	Proposed/Most Recent End Date:	3/17/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		New Hampshire Print & Mail, Concord, NH,		
Brief Description of Goods/Services/Grant:		Pre-sorting of Mail		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☒	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. Higher Education Cooperative Project	☐	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.

State Postal processes tens of thousands of flat-size mail pieces each month and presorts outgoing mail to qualify for discounted postage rates offered by the United States Postal Service (USPS). However, the State's presorting equipment cannot accommodate larger flat envelopes, requiring those mailings to be sent at full USPS postage rates.

NH Print & Mail provides specialized presorting services for these larger flat envelopes, including barcode application and ZIP code sorting, enabling the State to qualify for postage discounts of up to 40 percent. After deducting a nominal processing fee, the resulting postage savings are passed directly back to participating agencies.

This unique provider yields net savings in postage charges for the State. The value of this contract is estimated annually based on the previous year's usage and expenditures. This amendment provides funding for the anticipated processing fees associated with these services during the upcoming fiscal year.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The previous, competitively awarded vendor was unable to consistently meet the State and Federal compliance timelines associated with the processing and mailing of documents, resulting in the termination of services. Following that termination, NH Mail & Print was identified as the only vendor capable of meeting the required next-day processing and mailing timelines.

NH Mail & Print possesses the specialized equipment, operational capacity, and geographic proximity necessary to process documents produced in the Augusta area and to ensure compliance with applicable regulatory requirements. At this time, no other known vendor can provide the combination of capacity, turnaround time, and compliance assurance required to meet the State's operational and statutory obligations.

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

The rates charged under this agreement have been determined to be fair and reasonable through comparison with similar mail processing services, including providers outside the New England region, and were found to be lower than the pricing offered by the previous vendor. Additionally, the vendor's fees are offset by the substantial postage discounts achieved through these presorting, barcode application, and ZIP code sorting services.

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

State Postal will continue to explore other vendors and technology that can facilitate similar savings and meet federal and state requirements.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):DocuSigned by:
David Morris
2A644AF5681F482...

Typed Name:

David.Morris

Date:

6/24/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:DocuSigned by:
Justin Frayose
AEED9C7B3A8044E...

Procurement Justification Form (PJF)

Typed Name:	Justin Franzose	Date:	6/30/2026
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