

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:	Secretary of State/ Bureau of Corporations, Elections & Commissions (CEC)		
Department Contract Administrator or Grant Coordinator:	Julie L. Flynn		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 61,750	Advantage CT / RQS #:	29A 20180912*0947
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:	General Courier 385 Main Street, So. Portland, ME 04106		
Brief Description of Goods/Services/Grant:	Retrieve voting materials from 500 municipalities in support of ranked-choice voting central tabulation and return materials to the municipalities after the count is completed.		

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

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PART III: SUPPLEMENTAL INFORMATION

To provide courier services to cover the entire state of Maine in a very narrow window of time, preferably within 2 business days, to pick up and transport Ranked-choice ballots or memory devices from municipalities across the state to the central ranked-choice voting facility in Augusta. The materials are needed to comply with the Ranked-choice voting requirements mandated by statute.

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

This office did issue a bid for services in the Fall of 2018, and of three possible bidders, General Courier was the only bid received. The bids were:

Commercial Delivery Systems – declined to bid
 General Courier - \$30,875
 Uniship Courier Services – declined to bid

The existing agreement does not expire until 10/31/21; however, because litigation was pending regarding the Constitutionality of Ranked-choice voting, we did not stage any funds to cover the service for the 2020 Primary and General elections. This amendment provides the funding codes.

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

The agreement reached in September of 2018, was for \$30,875.00 for the November 2018 election and is the same fee that was charged for the June 2018 primary election. This fee is per election.

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

The existing contract expires on 10/31/21 and includes two options for one-year renewals. The State would conduct a new competitive bid process after 2023 if the services are still needed.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Julie L Flynn</i>		
Printed Name:	DocuSigned by: <i>Julie L Flynn</i>	Date:	<i>7/27/20</i>
Signature of DAFS Procurement Official:	<i>Sue H. Garcia</i> E5DB92AC0F8D490...		
Printed Name:	Sue H. Garcia	Date:	7/28/2020