

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:	Corrections			
Department Contract Administrator or Grant Coordinator:	Karen Yeaton			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 49,000.00	Advantage CT / RQS #:	CT 03A 20210721*0137	
CONTRACT	Proposed Start Date:	8/2/2021	Proposed End Date:	8/1/2022
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:	United Way of Kennebec Valley Augusta, ME 04330			
Brief Description of Goods/Services/Grant:	Administer the 2021 Maine State Employees Combined Charitable Appeal (MSECCA)			

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.
The administration of this campaign requires a significant time commitment it as always been administered for the State of Maine by an outside firm.

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PART III: SUPPLEMENTAL INFORMATION

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

The MSECCA policy manual has a requirement under Chapter 3 that the firm hired has to have a physical presence in Augusta, and since there has been only one firm in Augusta that can do this work it has not been put out to bid and sole sourced to the United Way.

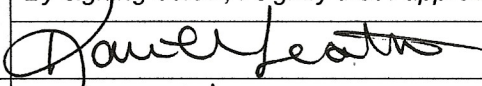
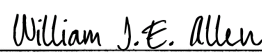
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Funds for this contract will be unencumbered as the Provider will draw the needed funds directly from the 2021 MSECCA donations. We feel the rate is fair and reasonable, the cost is based on less than 10% of the average of last year's goal.

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

We would like to research other entities that would provide this service while following the guidelines of the MSECCA manual. At the present time the United Way is the only group that provides this type of service.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	KAREN YEATON	Date:	7/21/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>2D5B6E39F57E44A...</small> william J.E. Allen	Date:	7/22/2021

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