

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/Administration		
Department Contract Administrator or Grant Coordinator:	Mark McCarthy		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,800.00	Advantage CT / RQS #:	
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:	Swans Island Press, PO Box 851 Portland, Me 04104		
Brief Description of Goods/Services/Grant:	Maine Criminal Statutes		

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.
This request is to purchase the new edition of the Maine Criminal Statutes book, compiled and printed by Swan Island Press. The book is updated yearly and contains the entire criminal code for the State of Maine. The book is heavily used and relied upon by Probation Officers and Juvenile Community Corrections Officers in the field. It keeps the officers updated on the new crime codes that were legislatively passed. The officers use these books extensively while in court processing new cases, etc. The books are also utilized by several people and divisions in the central administrative office.

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PART III: SUPPLEMENTAL INFORMATION

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

Swan Island Press is the only vendor who provides the Maine Criminal Statutes

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

The price is set by the vendor. There is a slight per book increase this year – which the Department considers fair and reasonable.

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

If other vendors decide to collate and print the same material the Department will competitively bid for the printed books.

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>		
	<small>DocuSigned by:</small> <i>Mark McCarthy</i>		
	<small>BFF017DA7F8F4CA...</small>		
Printed Name:	Mark McCarthy	Date:	6/1/22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
	<small>AEED9C7B3A8044E...</small>		
Printed Name:	Justin Franzose	Date:	7/19/2022