



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 \$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 Corporations, Elections & Commissions | |
| Department Contract Administrator or Grant Coordinator: | | Julie L. Flynn, Deputy Secretary of State | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 349,146 | Advantage CT / RQS #: | 20160217*2582 |
| CONTRACT | Proposed Start Date: | Proposed End Date: | |
| AMENDMENT | Original Start Date: | Effective Date: | 7/1/2025 |
| | Previous End Date: | New End Date: | 6/30/2026 |
| GRANT | Project Start Date: | Grant Start Date: | |
| | Project End Date: | Grant End Date: | |
| Vendor/Provider/Grantee Name, City, State: | | Election Systems & Software, LLC Omaha, NE | |
| Brief Description of Goods/Services/Grant: | | Leasing ExpressVote Accessible Voting System (AVS) for all Maine municipalities for Federal and State elections. | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input checked="" type="checkbox"/> | A. Competitive Process | <input type="checkbox"/> | G. Grant |
| <input checked="" type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input 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.

Pursuant to federal law (the Help America Vote Act of 2002 or HAVA), the State must provide an Accessible Voting System for each municipality and voting place in Maine, to allow voters with disabilities to mark their ballots privately and independently. The Accessible Voting System in use by Maine is the ExpressVote universal ballot marking system, and this extends the agreement with the vendor until June 30, 2026.

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

The Vendor, Election Systems & Software (ESS) is the bidder that was selected as a result of an RFP in early 2016. The original 4-year lease term expired on 12/31/19, and the bid allowed the parties to agree to up to two additional 4-year extension periods. The first 4-year extension period expired on 12/31/2023, and we are now in the second 4-year extension period. By agreement of the parties, instead of extending for a 4-year term through 12/31/27, we agreed to negotiate extensions for shorter periods within the 4-year window. This amendment represents a 1-year extension within the second 4-year extension period.

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

This contract extension is within the second 4-year extension of the original lease as provided for in the agreement, but at a lower cost than the original term. The cost for FY25-26 is \$349,146, which is \$13,440 less than last year's annual cost.

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

This agreement can be extended through 12/31/2027 under the terms of the 2016 RFP if we choose to do so. We will issue a new RFP before this agreement expires.

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: | Julie L. Flynn, Deputy Secretary of State | Date: | 6/11/2025 |
| Signature of DAFS Procurement Official: | <div>DocuSigned by:  EA813178102243C...</div> | | |
| Typed Name: | Joseph Zrioka, Director of IT Procurement | Date: | 7/10/2025 |