



## 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:                     | Dept. of the Secretary of State, Elections Division |                                                                                                                                                                                                                                       |                                |           |
| Department Contract Administrator or Grant Coordinator: | Julie L. Flynn, Deputy Secretary of State           |                                                                                                                                                                                                                                       |                                |           |
| (If applicable) Department Reference #:                 | N/A                                                 |                                                                                                                                                                                                                                       |                                |           |
| Agency Department Code:                                 |                                                     | Advantage CT / RQS #:                                                                                                                                                                                                                 | 29A 20171227*2030              |           |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 95,000                                           |                                                                                                                                                                                                                                       |                                |           |
| CONTRACT                                                | Proposed/Original Start Date:                       | 1/11/2018                                                                                                                                                                                                                             | Proposed/Most Recent End Date: | 6/30/2026 |
| AMENDMENT                                               | New Effective Date:                                 | 7/1/2026                                                                                                                                                                                                                              | New End Date (if Applicable):  | 6/30/27   |
| GRANT                                                   | Project Start Date:                                 |                                                                                                                                                                                                                                       | Grant Start Date:              |           |
|                                                         | Project End Date:                                   |                                                                                                                                                                                                                                       | Grant End Date:                |           |
| Vendor/Provider/Grantee Name, City, State:              |                                                     | IVS, LLC<br>Turners Station, KY                                                                                                                                                                                                       |                                |           |
| Brief Description of Goods/Services/Grant:              |                                                     | Provider will supply the existing online solution to provide accessible electronic absentee ballots to voters with disabilities and electronic absentee ballots to uniformed service and overseas voters per the most recent contract |                                |           |

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

|                                     |                                  |                          |                                  |
|-------------------------------------|----------------------------------|--------------------------|----------------------------------|
| <input 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 checked="" 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. Higher Education 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.

As a result of RFP #201708153 issued in late 2017, the State selected IVS, LLC to develop and provide a software service to generate blank absentee ballots to uniformed service and overseas voters (i.e., UOCAVA voters) and to provide credentials for the voters to access their ballots, mark them, and return them to the State. In the Fall of 2020, as a result of a lawsuit, the State had to amend its contract with IVS, LLC to add the capability to generate accessible electronic absentee ballots that could be used by civilian voters with print disabilities to independently mark and return their ballots. Although the lawsuit settlement only covered through the end of 2024, the State must continue to provide accessible ballots pursuant to federal and state laws.

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 contract that was awarded as a result of the aforementioned RFP was extended most recently through June 30, 2026. We have been working on a new RFP and have the functional requirements mostly completed but need to work with SOS IT or Maine IT to add the requirements for an IT Contract procurement.

Additionally, our resources for this work in the past year have been stretched thin between a major roll-out of a new Central Voter Registration System in April of this year, replacing a system that was about 19 years old. Additionally, we finally were able to issue an RFP earlier this Spring and select a vendor to replace our aging voting systems. The contract for this work was just approved this week and we are busy preparing to roll-out 1,800 pieces of voting equipment to 487 municipalities over the next 4-6 weeks, as well as prepare for the November 3, 2026 General Election.

Even if we had the resources to complete the RFP specifications while preparing for the election, there is not enough time to complete the bid process and have a vendor in place to issue ballots for the November election, which we must do by September 19, 2026. Accordingly, the only way we can comply with the law is to extend the contract with IVS, LLC. They are the only vendor that has software already designed to meet the State's requirements for accessible absentee ballots for voters with print disabilities and for the UOCAVA voters and that also understands our system of ballot preparation and issuance to the voters.

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

The vendor's proposal was selected as the best value for the State in early 2018, and the quoted fee for this year is \$20,000 less than the 2024 cost and is the same cost as the most recent extension.

**PART III: SUPPLEMENTAL INFORMATION**

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

We will work to complete an RFP specification by January 2027 and follow the procurement process to select a new vendor.

**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):



Typed Name: Julie L. Flynn

Date: 7/29/2026

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<br>Procurement Official: | <div>DocuSigned by:<br/><i>Thomas Paquette</i><br/>249502C7B71A49A...</div> |       |           |
| Typed Name:                                | Thomas Paquette                                                             | Date: | 7/30/2026 |