

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: | | MaineDOT – Commissioner’s Office | | |
| Department Contract Administrator or Grant Coordinator: | | Kirsten McGowan | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 49,000.00 | Advantage CT / RQS #: | |
| CONTRACT | Proposed Start Date: | 8/24/2020 | Proposed End Date: | 7/31/2021 |
| 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 2020 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 Maine State Employees Combined Charitable Appeal (MSECCA) was established to create a single, coordinated campaign to encourage financial support for various charitable agencies from current and retired State employees. All donations through the MSECCA campaign are voluntary. |

State of Maine Procurement Justification Form

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 must have a physical presence in Augusta, Maine.
- By utilizing the United Way, we can benefit from their statewide coverage and this will be beneficial in our statewide outreach effort as well.
- They have administered this program for the State of Maine in past years.

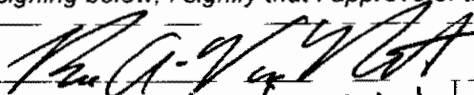
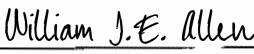
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

- We feel the rate is fair and reasonable since the cost is less than 10% of last year's goal (\$505,000.00)
- The team would also like to continue expanding the outreach to employees in remote locations around the State.

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

Research other entities that may provide this service while following the guidelines of the MSECCA Policy manual for this campaign year.

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: | Bruce A. Van Nook | Date: | 9/6/2020 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Printed Name: | William J.E. Allen <small>2D5B6E39F57E44A...</small> | Date: | 8/12/2020 |

NOI 0820200757 08/12/2020 - 08/18/2020