

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:		Office of the State Treasurer		
Department Contract Administrator or Grant Coordinator:		Amber Griffin		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 16,560.00	Advantage CT / RQS #:	28A 2021081600000000176	
CONTRACT	Proposed Start Date:	8/20/2021	Proposed End Date:	12/31/2021
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:		Dunbar Security Products, Inc. VS0000005576 8525 Kelso Dr Suite L Baltimore, MD 21221		
Brief Description of Goods/Services/Grant:		Maine Revenue Service Check Window Envelopes (E-106)		

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
X	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.

Beginning in November, Maine Revenue Services (MRS) will be issuing Disaster Relief Payments to be printed on paper checks to approximately 520,000 eligible Maine residents. Because of the unusually high number of checks being mailed we do not have enough envelopes on hand or on the current purchase order to accommodate this task. We do not feel comfortable sending this out to bid due to the amount of testing required when changing vendors.

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PART III: SUPPLEMENTAL INFORMATION

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

We have been using the current low bid vendor for both our MRS and AP envelopes since February 2020 with no issues. They have been very accommodating to our requests and always respond quickly to any correspondence.

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

Dunbar Security Products submitted the lowest bid of \$69.00 per carton of 2500 envelopes when it last went out in February 2020. They have agreed to honor the same price for this project.

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

When Purchase Order 28A 20210816*176 runs low we will submit a new RQS to Purchases.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Printed Name:

Henry E. M. Beck

Date:

4/15

**Signature of DAFS
Procurement Official:**

*DocuSigned by:
Debbie Jacques*

Printed Name:

1DFA565D481F42E...
Debbie Jacques

Date:

8/18/2021