



## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		<b>Secretary of State, Bureau of Motor Vehicles</b>	
Department Contract Administrator or Grant Coordinator:			
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	<b>\$ 5,601.20</b>	Advantage CT / RQS #:	<b>29B 20220708000000000071</b>
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:		<b>John R Wald, 10576 Fairgrounds Rd., Huntington, PSA. 16652</b>	
Brief Description of Goods/Services/Grant:		<b>Condition evaluation of the license plate blanking press at the Plate Shop. Includes Parts. This is a Confirming RQS.</b>	

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 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 checked="" 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.

The blank press at the Plate Shop blanks out each plate while cutting out the four bolt holes on each plate after the aluminum leaves the applicator which adheres the aluminum to the license plate sheeting. The blanker is one of the key machines used to make license plates. By statute the prison Plate Shop must make the license plates used in the state of Maine. Without the blanker no plates can be made.

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

The blanker was bought in 1987 and has blanked out millions of license plates. The blanking press has experienced many issues of late and with the current demand of license plates plus the probability of a new general issue in the near future, BMV wanted to be sure that the blanker could stand up to the coming tasks. The blanker is a very complicated machine which requires special insight and training in to how the machine functions. The blanker was designed and built by John R Wald Co. There are very few if any other companies that have the insight and training to perform this repair.

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

Based on past invoices for similar services the cost for this repair is compatible.

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

To go out to bid for similar services and repair.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

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



Typed Name:	David Lachance	Date:	7/26/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	8/1/2022

NOI 0820220745 08/02/2022 - 08/08/2022