



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:	Administrative and Financial Services, Maine Revenue Serv.		
Department Contract Administrator or Grant Coordinator:	Debra Bartlett		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,266.42	Advantage CT / RQS #:	Click or tap here to enter text: RQS 18F 20230807*0224
CONTRACT	Proposed Start Date:	8/9/2023	Proposed End Date: 8/8/2024
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:		J S McCarthy Printers, 15 Darin Drive, Augusta, ME 04330	
Brief Description of Goods/Services/Grant:		Printing of MTP Rollout 3 Postcards, including delivery to the Maine State Postal Center. Postcards are required to be mailed to notify affected taxpayers of upcoming free training webinars beginning in September 2023.	

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 postcards are required to be mailed to notify affected taxpayers of free training webinars scheduled to provide information on new tax filing methods and procedures required to be used beginning in October 2023.

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

J S McCarthy Printers previously printed and delivered a similar postcard mailed during May 2023. The revised postcards contain updated information and will be sent using the same mailing list on file with J S McCarthy Printers. The postcards will be printed at the same cost charged for the May 2023 printing.

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

In light of increasing costs for paper, printing supplies, and transportation, J S McCarthy Printers has agreed to print the postcards using the same pricing previously charged for a similar printing project completed during May 2023.

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

MRS will use the competitive bid process.

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


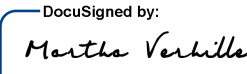
Does this request utilize ARPA/MJRP funds?

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:	Jenny Boyden Associate Commissioner	Date:	8-10-23
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	8/10/2023