



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:	Department of Secretary of State, Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:	Thomas Bull		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,686.81	Advantage CT / RQS #:	2023080200000000198
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:	Safescan US, Inc., Castle Rock Colorado		
Brief Description of Goods/Services/Grant:	Cash counting machines and cleaning packets.		

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		J. Willing and Qualified
<input type="checkbox"/>	E. Emergency		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 BMV branch managers have a multitude of duties, one of which is counting the cash every day; on average, they will count up to \$3,000 in cash daily. Having the cash counting machines will save them 30-45 minutes per day; the average drawer takes 5 minutes to count, and we have 77 reps across the 13 branch offices. Two of the offices already have cash counting machines and they have been an incredible time saver; not only does the manager use it in the morning to count all the drawers, but the agents use it at closing to count and balance their drawer. The manager can also use this to verify the deposit before the courier arrives, as some locations are limited in petty cash and must use the deposit as a change source.

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

It is required that the cash counting machines can count "mixed" monies; this will allow the managers to stack the entire take into the machine and verify the total against the cash reconciliation report. The machines will also have cleaning kits which would allow the managers to maintain the units. There are no MA's in place for these type of machines, and the end users did research to find a machine that would best meet their needs. Safescan was selected after careful consideration of operational needs, machine features, and price point; they meet the needs of the department at a price that was lower, or the same, as other companies.

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

Features and prices were compared between various manufacturers, as well as different marketplaces; Safescan was the most favorable.

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

BMV will continue to consider the work needed and the most efficient and cost-effective manner to meet business needs; will consider bid process if project warrants and time allows.

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


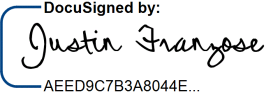
Does this request utilize ARPA/MJRP funds?

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:	8-10-23
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	8/14/2023