

## 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:		Corrections-Administration		
Department Contract Administrator or Grant Coordinator:		Bethany Perry		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8,008.00	Advantage CT / RQS #:	RQS 03A 20230829*0341	
CONTRACT	Proposed Start Date:	10/01/23	Proposed End Date:	09/30/24
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:		MSDS Online Chicago, IL		
Brief Description of Goods/Services/Grant:		Online system for Safety Data Sheets and chemical inventory management		

### 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
<b>X</b>	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 Department followed the process of other state Departments and has put their Safety Data Sheets (SDS) in the cloud so that they would be more easily organized and efficient to work with. The Department was able to eliminate several notebooks full of SDS sheets. The Provider's service allows the Department to search and store SDS sheets that are needed but not in the possession of the

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### PART III: SUPPLEMENTAL INFORMATION

Department. This request continues the annual service subscription with MSDS Online to keep the SDS sheets in the Provider's cloud service.

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

The Provider utilizes a proprietary cloud service which has enabled the Department to eliminate several notebooks full of SDS sheets at multiple facilities. We have several years of experience with the current provider and the results have been satisfactory.

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

- The cost for this service has remained stable and it is a proprietary service.

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

Should the Department decide to change service providers, they will put the request for services out to bid.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Bethany Perry</i>		
<b>Printed Name:</b>	Bethany Perry	<b>Date:</b>	8/22/23
<b>Signature of DAFS Procurement Official:</b>	<i>Nancy Tan</i>		
	<small>7AA9092BA0244AB...</small>		
<b>Printed Name:</b>	Nancy Tan Deputy Director of IT Procurement	<b>Date:</b>	8/30/2023