



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Secretary of State; Bureau of Motor Vehicle	
Department Contract Administrator or Grant Coordinator:		Beverly Campbell	
(If applicable) Department Reference #:			
Agency Department Code:	29B	Advantage CT / RQS #:	20260727000000000155
Amount: (Contract/Amendment/Grant)		\$33,799.66	
CONTRACT	Proposed/Original Start Date:	6/26/2026	Proposed/Most Recent End Date: 8/28/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Adam Graphic Corporation 16 Mason Ave Unit 4 North Attleboro, MA 02760	
Brief Description of Goods/Services/Grant:		MVT-2 Title Application	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☐	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☒	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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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 MVT-2's are Title Applications. They are an integral part of the daily tasks at the Bureau of Motor Vehicle. We received a full order of 300,000. The vendor forgot to put the instructions on them. We shipped some of these out to municipalities before the mistake was noticed. The vendor remade the order using the same serial numbers. This caused duplicate copies out in the towns so when they gave them to a customer the system showed another customers information in the system. This impacted the full order. At this point we did not have any forms that were acceptable to be sent out to the towns. We requested a partial emergency order to bridge the gap until we could request a full order be placed through the bid process.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Adam Graphic is a trusted vendor who has been awarded the business in previous bids. They meet our specs and turn emergency orders around very quickly. We did not reach out to other vendors to determine their ability to make and deliver an emergency order because we were completely out of usable inventory, so time was critical. The most recent BPO was 10/3/2025 BPO 20250625000000001788. The cost per unit was \$139.85. The emergency order invoice cost/unit is \$169.00

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

The order did not go through the normal bid process due to the time frame to do a bid process. It would have meant longer before we had any usable inventory to send to towns. The quote from Adam's Graphic is fair considering they are making these as an emergency request and will pull them ahead in their production queue. We also only ordered ½ the quantity we typically order. This would increase the cost/unit due to set up time. The cost for a standard 400,000 order placed on 10/3/2025 was \$139.85/unit for a total of \$41,954.58. This emergency order was \$169.00/unit for a total of \$33799.66

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

This business virtually always goes out to bid. The exception is when there is a quality issue with the stock we have in-house. We then need to replace it in a very short time.

Inventory Management Process to Minimize Risk of Emergency Orders

This situation was created by an error by the manufacturer but our process for managing inventory to ensure we order timely to prevent running out is:

Our inventory system has a "Low on Hand" inventory report. The input that generates the report is based on a low on hand threshold meaning that when the inventory on hand in the computer gets

PART III: SUPPLEMENTAL INFORMATION

to this threshold, the item will show up on the report. The threshold is determined by us and it factors in the length of time it takes to do a bid (including appeal time), manufacturing time and delivery time. It also factors how many we ship out per week.

The stockroom uses visual cues. We know when we get to a certain amount remaining on the pallet we need to inform management. Management in turn starts the ordering process.

We are putting these "bid" "business critical" items on the cycle count process.

Quality Assurance Process

Pre-bid process – Business owner reviews the specs to insure they are accurate before they go out to bid.

Upon receipt of the product, a sample is given to the business owner who reviews and prints on some to make sure they are correct. This is done before any are shipped out to towns.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

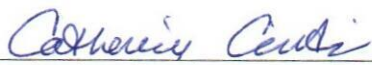
PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

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Typed Name:	Bruno Inacio; Director of Admin Services	Date:	7/27/2026
2. Additional signature required ONLY if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests.</u>			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Catherine Curtis Deputy Secretary BMV	Date:	7/27/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron		
Typed Name:	4C537C52B586437... Sterling Doiron	Date:	8/10/2026

Certificate Of Completion

Envelope Id: 894D0BA8-3304-8F4E-808B-762325AF94C3
 Subject: Complete with Docusign: PJF_MVT-2 Emergency Order_Signed Copy.pdf
 Lease #:
 Project Number:
 Contract Number:
 RFP Number:
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 1
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 71.169.188.88

Record Tracking

Status: Original
 8/10/2026 1:24:06 PM
 Holder: Sterling Doiron
 Sterling.Doiron@maine.gov
 Location: DocuSign

Signer Events

Sterling Doiron
 Sterling.Doiron@maine.gov
 Sterling Doiron
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 4C537C52B586437...
 Signature Adoption: Pre-selected Style
 Using IP Address: 71.169.188.88

Timestamp

Sent: 8/10/2026 1:24:40 PM
 Viewed: 8/10/2026 1:24:50 PM
 Signed: 8/10/2026 1:24:56 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	8/10/2026 1:24:41 PM
Certified Delivered	Security Checked	8/10/2026 1:24:50 PM
Signing Complete	Security Checked	8/10/2026 1:24:56 PM
Completed	Security Checked	8/10/2026 1:24:56 PM

Payment Events

Status

Timestamps