

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:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Marc Theberge	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,146.97	Advantage CT / RQS #:	29B 20200908000000000288
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:		State of New Hampshire, Department of Corrections	
Brief Description of Goods/Services/Grant:		Conversion coated aluminum to fill gap between orders	

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.

Due to the national shortage of conversion coated aluminum used in the manufacturing of license plates its availability and turnaround time for deliveries of new orders as well as the increased demand of plates this time of year the plate shop was severely short of inventory to continue production to meet the current demand. For these reasons BMV turned to neighboring states for help. New Hampshire was willing to sell BMV 9 rolls or 12,513 pounds of conversion coated aluminum from their inventory.

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PART III: SUPPLEMENTAL INFORMATION

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

New Hampshire's aluminum specs match Maine specs almost exactly and New Hampshire was willing to sell some of their inventory.

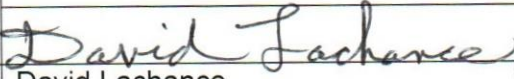
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

New Hampshire is charging BMV the same price per pound that New Hampshire paid for the aluminum that is being sold to BMV.

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

Generally BMV goes out to bid to the private sector to purchase conversion aluminum.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			<i>9/14/2020</i>
Printed Name:	David Lachance	Date:	9/14/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William Allen</i>		
	<small>2D5B6E39F57E44A...</small>		
Printed Name:	william Allen	Date:	9/15/2020

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