

# 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)	<b>\$ 26,850.00 Price includes shipping</b>	Advantage CT / RQS #:	<b>29B 20200909000000000295</b>
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:		SteelSummit, 11150 Southland Rd. Cincinnati, Ohio 800-827-7800	
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
<b>X</b>	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 of aluminum to continue production to meet the current demand. For these reasons BMV turned to neighboring states for help. Ohio was willing to trade with BMV 15,000 pounds of conversion coated aluminum from their inventory**

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### PART III: SUPPLEMENTAL INFORMATION

but asked BMV to order 15,000 pounds of aluminum from their vendor and have it shipped to their Ohio Corrections facility in trade. This will help Maine as we will get the Ohio metal now and Ohio will wait for the plant to ship the 15,000 pounds when the order is ready.

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

Ohio aluminum specs match Maine specs exactly and Ohio was willing to trade some of their inventory.


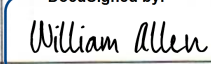
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

SteelSummit is charging Maine BMV \$1.79/pound for the 15,000 pounds This is lower price BMV got through the bidding system for the last order placed in August which was \$2.15/pound.

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

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			9/14/2020
<b>Printed Name:</b>	David Lachance	<b>Date:</b>	9/14/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> William Allen	<b>Date:</b>	9/17/2020

NOI 0920200883 09/17/2020 - 09/23/2020