

## 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)	\$ 28,728.00	Advantage CT / RQS #:	29B20200605000000003747
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	6/8/2020	Effective Date:
	Previous End Date:	08/31/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Vets Securing America, 1125 W. 190 <sup>th</sup> St., Los Angeles, CA. 90248	
Brief Description of Goods/Services/Grant:		Security Services for the Ellsworth, Kennebunk and Springvale branch offices serving the public.	

### 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
X	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	X	L. Other Authorization <b>Covid security for 3 Branch offices to add funds</b>

### 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.**

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### PART III: SUPPLEMENTAL INFORMATION

**This amendment is to add funds to the contract.**

Due to the COVID virus all BMV locations were closed for several weeks. Now all locations are open but three branches require assistance to manage the doors and traffic flow. In order to maintain the required safety measures of social distancing it is necessary to control the number of people entering the location. The guards are being used to help control the access to the BMV sites as well as help prevent tensions that might arise due to the requirements of social distancing and wearing a facial mask.

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

As this service is of an emergency nature the vendor was provided through a prior RFP bid list for similar services. Vets Securing America was one of the low bidders and is one of two vendors that will be covering the BMV locations by providing security services.

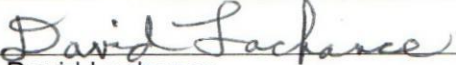
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

As this service is of an emergency nature the vendor was provided through a prior RFP bid list for similar services. Vets Securing America was one of the low bidders and is the vendor that will be covering the BMV locations by providing security services. The cost as negotiated compared to the cost provided in RFP bid is fair because of the conditions the economic stimulus package created in the economy.

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

In the future for services like this BMV will have an RQS for this type of service posted in order to open the request up to all potential vendors.

### 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>		
			
<b>Printed Name:</b>	David Lachance	<b>Date:</b>	08/24/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
	<small>2D5B6E39F57E44A...</small>		
<b>Printed Name:</b>	William J.E. Allen	<b>Date:</b>	9/13/2021

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