

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:		Department of Education, Commissioner's Office			
Department Contract Administrator or Grant Coordinator:		Chelsey Fortin-Trimble			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 16,005.00	Advantage CT / RQS #:	05A 20210907000000000245		
CONTRACT	Proposed Start Date:	9/28/21	Proposed End Date:	11/01/21	
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:		Swan Island Press, 14 Read Street, Portland ME 04103			
Brief Description of Goods/Services/Grant:		291 books Maine Education and School Statutes updated thru First Regular Session and First Special Session of 130th Legislature 2021-2022			

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
X	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.**

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PART III: SUPPLEMENTAL INFORMATION

The Department is required by statute Title 20-A M.R.S. §255(1)(A)-(B) to provide this information to our constituents (school administrative units).

The book with updated statutes enacted through the First Regular and First Special Session of the 130th Maine Legislature needs to contain Title 20-A in its entirety, Title 20 in its entirety. Maine's Freedom of Access law in its entirety, and various other laws dealing with school finance, labor relations, conflicts of interest, municipal government and health and safety provisions as well as a Table of Contents and an Index.

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

The Department of Education does not have the staffing, expertise, time or equipment to compile amended school laws to be provided to school administrative units before or just after schools start for the new school year. No other State Agency or Legislative publication would be able to provide just Title 20, Title 20-A and a few other Sections of Titles that have been requested by school administrative units such as the Freedom of Access Act, some Labor statutes, some Municipal statutes and some pertaining to health and safety.

This is the only company that publishes this book.

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

This vendor has supplied Department of Education updated education and school statutes every year since 1995. Because of the number of books that we purchase we receive a bulk price. Last year it was \$50.00 each, soft cover, almost 500 pages double-sided including a table of contents and an index.



Vendor has quoted the price of \$55.00 each for this year informing us that the price for printing the book went up quite a bit from last year. Because of our long history and large orders, he has quoted the pre-order price for us of \$55.00 for our bulk order instead of his current price of \$57.00 each.

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

Currently, only this vendor provides these books, if another company offers this publication, we will put out another RFP. It is possible that another vendor might come up with a similar publication with a similar price although there has not been one in the past.

Notes: This vendor also publishes updated Maine Criminal Statutes including Title 17-A and parts of Title 15 as well as updated Maine Motor Vehicle Statutes Title 29-A, and Maine Marijuana Statutes and Rules as separate books.

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>		
			
Printed Name:	Daniel Chuhta	Date:	9/9/2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEE09C7B3A8044E JUSTIN FRANZOSE	Date:	9/14/2021

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Certificate Of Completion

Envelope Id: 180D0EC7F55047869ADD474F08F60865	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Enveloped Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 9/9/2021 4:59:15 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 9/9/2021 4:59:16 PM Viewed: 9/9/2021 5:03:25 PM Signed: 9/9/2021 5:03:51 PM Freeform Signing

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	9/9/2021 4:59:16 PM
Certified Delivered	Security Checked	9/9/2021 5:03:25 PM
Signing Complete	Security Checked	9/9/2021 5:03:51 PM
Completed	Security Checked	9/9/2021 5:03:51 PM

Payment Events**Status****Timestamps**