

## 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 Administrative and Financial Services/Maine Revenue Services (MRS)		
Department Contract Administrator or Grant Coordinator:		Debra Bartlett		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$9,200.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/01/2021	Proposed End Date:	12/31/2021
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:		J.S. McCarthy Printers 15 Darin Drive Augusta, ME 04330		
Brief Description of Goods/Services/Grant:		Preparation, printing, storage, and delivery of Disaster Relief Payment check inserts.		

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
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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### PART III: SUPPLEMENTAL INFORMATION

MRS has an immediate need for a vendor to prepare, print, store and deliver to State Postal 520,000 inserts that will be sent to taxpayers along with Disaster Relief Payments informing them of the reason for the payment. The vendor will store the inserts and deliver to state postal as needed over the five-week payment period.

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

JS McCarthy currently provides inventory maintenance services, storage, and distribution services for the various tax forms managed by MRS. The vendor's close proximity to state facilities will be beneficial in expediting the delivery of the inserts to state postal and ultimately to taxpayers.

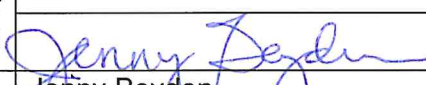

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The quoted rates are based on current rates and appear to be reasonable.

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

If MRS has a future need for printed materials an RFP will be issued.

### 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>	Jenny Boyden Associate Commissioner	<b>Date:</b>	9-15-21
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	9/16/2021