

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

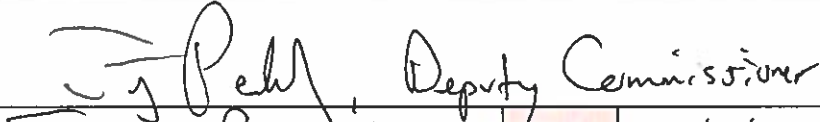
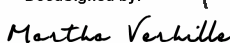
PART I: OVERVIEW			
Department Office/Division/Program:	MDIFW – Information & Education		
Department Contract Administrator or Grant Coordinator:	Emily MacCabe		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,639.34	Advantage CT / RQS #:	RQS 09A 20220712*0082
CONTRACT	Proposed Start Date:	9/9/2022	Proposed End Date: 9/30/2022
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:	JS McCarthy, Augusta, Mainr		
Brief Description of Goods/Services/Grant:	Printing and preparing a job for mailing		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	MDIFW is required to send a hard copy of the annual trapping laws along with additional materials to each licensed trapper every year under the provisions of the USFWS incidental take permit. The window of time allotted between the law making process and the deadline under the permit to provide materials to trappers (before the start of any legal trapping season) is very narrow and doesn't allow for a competitive bid process to be completed.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	JS McCarthy is the vendor who has completed this project for MDIFW in the past. They are familiar with the need and have successfully met the deadline in the past within the allotted budget.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	We received the quote as they did the last print job.
4. Describe the plan for future competition for the goods or services.	A competitive bid process will be used whenever possible.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):	 Deputy Commissioner		
Typed Name:	Timothy Pembody	Date:	9/9/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  Martha Verhille		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	9/12/2022