



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:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Marc Theberge	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,879.00	Advantage CT / RQS #:	29B 20220909000000000336
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:		RR Donnelly, 350 17th Street Monroe, WI 53566	
Brief Description of Goods/Services/Grant:		Emergency Printing of the salvage title	

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 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.

By statute BMV is required to produce a title for all vehicles. In this case the Salvage title is used to highlight the fact that the vehicle in question is a salvage vehicle. The salvage title is purple as opposed to brown, but the form is almost identical to the standard title form. Currently there is only two weeks inventory on hand creating an emergency. Turn around time is generally several weeks.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The request for this order of salvage titles is only the 2nd time this form has ever been ordered. A company that has gone out of business produced this initial order. RR Donnelly has historically had the most experience producing the standard title and since the Salvage title is very similar to the standard title it makes sense to have RR Donnelly produce this emergency order of salvage titles since the previous vendor has gone out of business.

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

The cost of this emergency order can be compared to the cost of past orders of the standard title form. The last standard order of titles was less than 11 cents per form or \$5,200.00.

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

Typically, BMV goes out to bid for these forms or utilizes the 1st or 2nd option to remake the order. In this case BMV found itself at a critically low inventory level creating an emergency situation.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):

David Lochange

Typed Name:	David Lachance	Date:	9/13/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	891CE7A1493D45B... Martha verhille	Date:	9/16/2022