

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 Corporations, Elections & Commissions (CEC)	
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	22405.54	Advantage CT / RQS #:	RQS 29A 20220919*375
CONTRACT	Proposed Start Date:	9/19/22	Proposed End Date: 10/18/22
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:		Armstrong Family Industries DBA: The Snowman Group 1 Printer's Drive Hermon, ME 04401	
Brief Description of Goods/Services/Grant:		Printing and delivery of Maine EBU Postcards	

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.

As part of our agreement with the Electronic Registration Information Center (ERIC), a non-profit membership organization which assists states in improving the accuracy of America's voter rolls and increasing access to voter registration for all eligible citizens, we are obligated to contact people identified as eligible but unregistered to vote, to let them know how to register. The deadline to register to vote by mail is less than a month away, so we need to mail the information quickly.

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PART III: SUPPLEMENTAL INFORMATION

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

The vendor has provided services for the Division in the past and has capacity to complete this project.

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

The quote provided was in line with the anticipated costs of this project.

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

This was the first time we have conducted this mailing, and in future years we'll have the process more streamlined, so won't need to complete it at the last minute. Additionally, the size of the mailing will be smaller and more manageable.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Julie L. Flynn</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	Julie L. Flynn, Deputy Secretary of State	Date:	9-19-22
Signature of DAFS Procurement Official:	<i>Martha Verhille</i>		
	<small>891CE7A1493D45B...</small>		
Printed Name:	Martha Verhille	Date:	9/20/2022