



## 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, Division of Elections		
Department Contract Administrator or Grant Coordinator:	Julie L. Flynn, Deputy Secretary of State		
(If applicable) Department Reference #:			
	\$294,464.70	Advantage CT / RQS #:	RQS 29A <i>20230901</i> *357
<b>CONTRACT</b>	Proposed Start Date:	9/1/2023	Proposed End Date: 11/8/2023
<b>AMENDMENT</b>	Original Start Date:		
	Previous End Date:		
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Election Systems & Software, LLC 11208 John Galt Blvd., Omaha, NE 68137		
Brief Description of Goods/Services/Grant:	Printing, packaging and delivery of official and sample ballots for the 11/7/2023 Referendum & Special Elections.		

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 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.

The Secretary of State/ Bureau of CEC is charged by law with centrally printing and distributing to 500 municipalities, the ballots for all federal, state and county elections and statewide referenda. This printing job is for official and sample ballots for the referendum and special elections on 11/7/2023.

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

As part of its continuing efforts to meet federal and state responsibilities for conducting elections, the Bureau issued a voting systems and software RFP in 2012 which resulted in a 7-year leasing agreement with ES&S which has been extended through June 30, 2024. In entering the agreement with ES&S, the Bureau understood it would be required to utilize the vendor's services (or those of a partner printer authorized by the vendor) to print ballots that work with its proprietary system. While this was not formally part of the RFP scoring, the potential additional cost was considered in evaluating the proposal and it was determined that even with the dedicated printing costs, the lease agreement still offered significant savings over the next lowest bidder.

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

As noted in item 2, an RFP to lease election equipment was issued and awarded. In evaluating responses prior to award, current printing and related costs were given consideration but the bidder not chosen was so much higher in cost (in excess of \$2,400,000) that there was no chance of the sole source printing costs exceeding that amount or likely approaching it. Moreover, the per ballot printing costs have decreased significantly under this lease agreement as compared to previous systems used. Since the Bureau is leasing the ballot creation software and provides camera-ready ballot copy to the printer.

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

The Bureau's lease agreement for the voting system software expires on June 30, 2024. The Bureau is planning to issue an RFP to select the tabulation equipment and software to be used in future elections. Ballot printing will be specifically addressed as part of the RFP.

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

Does this request utilize ARPA/MJRP funds?

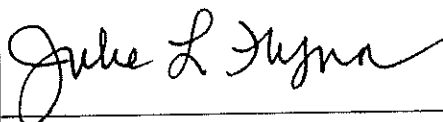
Yes – If Yes, please attach the approved Business Case(s).

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):



Typed Name: Julie L. Flynn, Deputy Secretary

Date: 9/1/2023

Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	9/6/2023