



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 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:	Cathie Curtis, Deputy Secretary of State		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,000	Advantage CT / RQS #:	20240827000000000272
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:	3M Company Troy, NY		
Brief Description of Goods/Services/Grant:	New Graphics Cylinder Engravings for new plate issuance		

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 new general plate issuance as required by Public Law 2023, c. 421 has 3 new graphic designs for the plates being issued. 3M (current graphic sheeting supplier) must make the equipment to print these 3 new designs. This PJF is for the cost associated with making this new equipment (cylinders).

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

3M is the vendor who has the contract (CT # 18P 2012210000000000061) for producing all graphic sheeting for the State of Maine license plates.

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

Unique vendor/sole source. The competitive pricing would have been negotiated in the contract overall contract with this vendor.

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

This is a unique situation in which the contract for this vendor is associated with printing the graphic sheeting for our license plates. The cylinders for the new graphic designs has to be done by this vendor. When the extension expires for the contract associated with plate graphic designs it will follow the normal process for extending or bidding.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

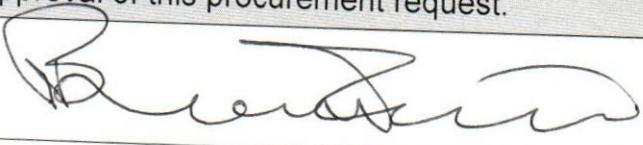
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Bruno Inacio	Date:	8/30/2024
Signature of DAFS Procurement Official:	<div data-bbox="592 741 844 851" style="border: 1px solid black; padding: 5px;"> <p><small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small></p> </div>		
Typed Name:	Martha verhille	Date:	9/6/2024