



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:	Thomas Bull		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 66,997.00	Advantage CT / RQS #:	20240910000000000390
CONTRACT	Proposed Start Date:	9/10/2024	Proposed End Date: 6/30/2025
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:		Creative Office Resources, Portland Maine	
Brief Description of Goods/Services/Grant:		Purchase of 50 tables and 100 chairs for conference room space.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" 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 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 Department of Secretary of State has entered into a lease for space to be used for multiple purposes to include training sessions for all Secretary of State Department employees and non-State entities such as municipalities, Ranked Choice Voting tabulation, ballot recounts, etc. There is a need to outfit the space with tables and chairs, this PJF is to purchase said furniture for the conference room so that can be fully utilized.

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

Quotes were solicited from the two vendors who offer this type of furniture under an MA: Creative Office Resources (COR), and W.B. Mason. Both vendors submitted bids, and both bids meet the qualifications as specified in the quote request; COR was the low bidder, as such, COR was contracted with to supply the furniture.

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

Both vendors submitted quotes in response to request, COR was the cheaper bid.

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

Will continue to look at competitively bidding this type of purchase.

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:	9/10/24
-------------	--------------	-------	---------

Signature of DAFS Procurement Official:			
---	---	--	--

Typed Name:	Thomas Paquette	Date:	9/11/2024
-------------	-----------------	-------	-----------