



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Dept. Of the Secretary of State, Elections Division		
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State		
(If applicable) Department Reference #:		N/A		
Agency Department Code:		Advantage CT / RQS #:	29A 20171227*2030	
Amount: (Contract/Amendment/Grant)		\$ 95,000		
CONTRACT	Proposed/Original Start Date:	1/11/2018	Proposed/Most Recent End Date:	12/31/2024
AMENDMENT	New Effective Date:	9/1/2025	New End Date (if Applicable):	6/30/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		IVS, LLC Turners Station, KY		
Brief Description of Goods/Services/Grant:		Provider will supply the existing online solution to provide accessible electronic absentee ballots to voters with disabilities and electronic absentee ballots to uniformed service and overseas voters per the most recent contract		

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 checked="" 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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

As a result of RFP #201708153 issued in 2017, the State selected IVS, LLC to develop and provide a software service to generate blank absentee ballots to uniformed service and overseas voters (i.e., UOCAVA voters) and to provide credentials for the voters to access their ballots, mark them, and return them to the State. In the Fall of 2020, as a result of a lawsuit, the State had to amend its contract with IVS, LLC to add the capability to generate accessible electronic absentee ballots that could be used by voters with print disabilities to independently mark and return their ballots. Although the lawsuit settlement only covered through the end of 2024, the State must continue to provide accessible ballots pursuant to federal and state laws.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The contract that was awarded as a result of the aforementioned RFP and was extended through December 31, 2024. We have been working on a new RFP, but it is not quite ready to be issued. Moreover, there is not enough time to complete the bid process in time to have a vendor in place to issue ballots for the November 2025 election, which we must do by September 20, 2025. Accordingly, the only way we can comply with the law and the spirit of the prior legal settlement is to extend the contract with IVS LLC. They are the only vendor that has software meeting the State's requirements for accessible absentee ballots for voters with print disabilities as well as for the UOCAVA voters.

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

The vendor's proposal was selected as the best value for the State, and the quoted fee is \$20,000 less than the 2024 cost.

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

We have a strong draft of an RFP which will be submitted to Procurement by the end of October 2025.

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's signatory understands and acknowledges Maine's Conflict of Interest statutes and, in accordance with statute, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name:

Julie L. Flynn, Deputy Secretary of
State

Date:

8/15/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

DocuSigned by:



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Typed Name:

Joseph Zrioka, Director of IT Procurement

Date:

9/2/2025