

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: | | DHHS/OADS/APS/Ingrid Diamond | | | |
| Department Contract Administrator or Grant Coordinator: | | Nancy Tan | | | |
| (If applicable) Department Reference #: | | ADM-21-9500 | | | |
| Amount: (Contract/Amendment/Grant) | \$ 7,500 | Advantage CT / RQS #: | CT 10A 20200513*3266 | | |
| CONTRACT | Proposed Start Date: | 07/01/2020 | Proposed End Date: | 06/30/2021 | |
| 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: | | TD Bank Portland, ME (VC0000135677) | | | |
| Brief Description of Goods/Services/Grant: | | Banking services | | | |

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:

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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 serves as Public Guardian, Public Conservator or Representative Payee for approximately 1,300 persons. For people that have been determined by a medical professional to lack capacity to make decisions, a Probate Court Judge has appointed the Department of Health and Human Services to be the person's Public Guardian and/or Public Conservator. DHHS is also selected by the Social Security Administration to be Representative Payee for people that have been determined by SSA to require this appointment.

Banking services are needed to support the Department in carrying out its fiduciary responsibility on behalf of these individuals.

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

TD Bank has extensive experience in providing these banking services on behalf of the individuals for whom the Department serves as Public Guardian, Conservator, or Representative Payee.

Continued use of this vendor is desired. Use of a different vendor would entail closing and moving client accounts, changing each client's direct deposits for social security checks and other checks, changing EFTs, and ordering new checks.

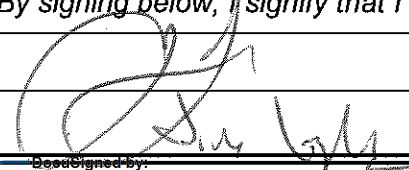
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The costs to the Department for the services provided have been consistent over multiple contract periods. They are also consistent with standard banking fees.

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

The Department does not intend to issue an RFP for these banking services.

PART IV: APPROVALS

| | | | |
|---|---|--------------|------------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| Printed Name: |  | Date: | 15-Sep-20 |
| Signature of DAFS Procurement Official: | <small>Designated by:</small> <i>Kathy Paquette</i> | | |
| Printed Name: | <small>41C2BA36FAF44CD...</small> Kathy Paquette | Date: | 10/19/2020 |