

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:		MDIFW – Information & Education	
Department Contract Administrator or Grant Coordinator:		Emily MacCabe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,833.70	Advantage CT / RQS #:	09A - 20210928000000000313
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:		JS McCarthy, Augusta, Maine	
Brief Description of Goods/Services/Grant:		Printing & mailing job	

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:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

MDIFW is required to send a hard copy of the annual trapping laws along with additional materials to each licensed trapper every year under the provisions of the USFWS incidental take permit. The window of time allotted between the law making process and the deadline under the permit to provide materials to trappers (before the start of any legal trapping season) is very narrow and doesn't allow for a competitive bid process to be completed.

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

JS McCarthy is the vendor who has completed this project for MDIFW in the past. They are familiar with the need and have successfully met the deadline in the past within the allotted budget.


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

An original quote in the amount of \$4,931.48 was originally obtained from the vendor. As a result of a miscommunication, the cost of shipping was not included in the original quote. Additionally, a last-minute addition to the scope of work was required and the amount unexpectedly exceeded \$5000.

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

A competitive bid process will be used whenever possible.

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:	Jon L. Camus	Date:	10/15/21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	10/25/2021