

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:		Secretary of State/ Bureau of Corporations, Elections & Commissions			
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		NTE \$ 28,297.00		Advantage CT / RQS #: 29A20201110000000000505	
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:		Pro Movers, 184 College Avenue., Waterville, ME 04901			
Brief Description of Goods/Services/Grant:		Delivery of Covid supplies, spray sanitizer and voting equipment for Maine's voting places for the November 3, 2020 Election.			

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization Delivery of Covid-19 Supplies, voting equipment

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.

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PART III: SUPPLEMENTAL INFORMATION

Due to the COVID-19 pandemic, there is a need to provide all Maine voting places with personal protective equipment (PPE) for the poll workers and other protective supplies for the voting places for the November 3, 2020 elections, to protect both the election officials and the voting public. Although the State already provides voting equipment and supplies to each municipality, the need for equipment and supplies is of an emergency nature due solely to the pandemic. Because the timing of manufacturing and packaging of the barriers and supplies is so tight, courier service was seen as necessary to guarantee that the equipment would be in place for the election.

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

Pro Movers was selected as the mover/shipper for this COVID supplies voting equipment due to the quantity and size of the equipment and supplies being shipped and delivered. when loaded on to a truck would take up a significant amount of space.

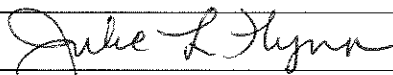
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Estimates of shipping via UPS was done initially and found much more expensive than having these units delivered directly. In total, the cost to use UPS could be as high as \$117,000.00; whereas Pro Movers' rough estimate was \$22,000.00 to deliver to most towns or municipalities. Pro Moving is an instate vendor and an instate mover/delivery company. This provides an additional benefit, reducing the time and cost of shipping of the ballot boxes, tabulators, covid supplies and PPE such as sanitizers and barriers to the individual municipalities to be in place for the November 3rd election.

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

As this service is of the emergency nature in that the voting equipment and supplies need to be in place in time for the November 3rd election 2020 every attempt will be made to go out to bid in the future.

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:	Julie L. Flynn	Date:	11/10/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	11/18/2020