



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Office of the State Treasurer		
Department Contract Administrator or Grant Coordinator:	Amber Griffin		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 34,810.00	Advantage CT / RQS #:	20221123000000000691
CONTRACT	Proposed Start Date:	11/28/2022	Proposed End Date: 2/28/2023
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:	NOVA Partners Gorham Maine		
Brief Description of Goods/Services/Grant:	MRS Envelopes for the 2023 Governor's Initiative		

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 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 checked="" 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.

These envelopes are needed for the issuance of winter heating relief payments to Maine citizens. Due to the high costs resulting from energy price inflation, the timing of these payments is critical. There continue to be supply chain delays in obtaining adequate print stock in a timely manner. The timing can be expedited by sole-sourcing this contract to a vendor with an existing relationship with the State.

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

NOVA Partners is the holder of our current BPO for envelopes. They can provide the large number of envelopes required for this project in the short time available due to the importance of this project.

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

The cost is higher than our last BPO due to nationwide paper shortages and the priority our order requires.

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

We will continue to send this service out for RFQ for normal business processes.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


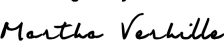
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Henry E.M. Beck	Date:	11/28/2022
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	12/1/2022