



## 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:	Secretary of State, Bureau of Corporations, Elections and Commissions		
Department Contract Administrator or Grant Coordinator:	Julie Flynn, Deputy Secretary of State		
(If applicable) Department Reference #:	n/a		
Amount: (Contract/Amendment/Grant)	\$ 62,341.59	Advantage CT / RQS #:	20231212000000000874
<b>CONTRACT</b>	Proposed Start Date:	12/13-2023	Proposed End Date: 6/30/2024
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Adam Graphic Corp 16 Mason Ave Unit 4 North Attleboro, MA 02760		
Brief Description of Goods/Services/Grant:	Ballot forms		

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

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.

Title 21-A §752 requires that the Secretary of State furnish each municipality with absentee envelopes not less than 30 days before each election. A statewide supply inventory could not be compiled until after the 11/7/23 Referendum had been conducted to determine the necessary quantities of absentee envelopes that would be required for the March 5, 2024 Presidential Primary. Due to the condensed schedule between elections, a single source purchase of envelopes is the only option to provide absentee envelopes to the municipalities by the February 5, 2024 statutory deadline.

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

During the last General Election cycle in 2022, Adam Graphic was the selected vendor in a standard RQS procurement. Adam Graphic has a demonstrated capacity to ship large quantities of absentee envelopes within tight deadlines. The Elections Division does not have knowledge of any other vendor who could provide the quantities of envelopes needed by the February 5, 2024 statutory deadline.

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

The cost per envelope style is consistent with the competitive bidding process utilized in 2022. The cost of packaging and shipping large quantities of envelopes to 167 separate municipal offices by the 1/22/24 deadline will require expedited shipping due to the compressed election cycle. The increase in the shipping costs is anticipated and reasonable.

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

When there is ample time between elections, the Secretary of State will utilize the standard RQS process to competitively secure supplies, including absentee envelopes. The single source approach for supplies will only be used when multiple elections and statutory deadlines do not allow sufficient time for the standard RQS process.

Click or tap here to enter text.


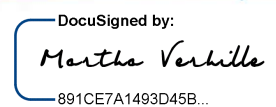
### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Julie L. Flynn	Date:	12-14-2023
Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	12/22/2023