

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 Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		David Lachance	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9510.00	Advantage CT / RQS #:	29B 20240625*1832
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:		SWAN ISLAND PRESS LLC – PO BOX 851 – PORTLAND ME 04104	
Brief Description of Goods/Services/Grant:		TITLE 29A MOTOR VEHICLE STATUTES 2024-2025	

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.

Annual purchase of Maine Motor Vehicle Statutes Title 29A.

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PART III: SUPPLEMENTAL INFORMATION

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

Swan Island Press LLC is the only known publisher and provider of these books.

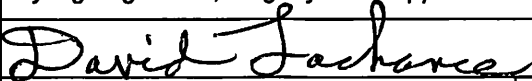
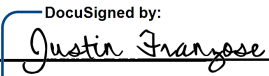
3. Explain how the negotiated costs or rates are fair and reasonable, or how the funding was allocated to grantee.

As the only source for these publications, Swan Island Press gives the Bureau of Motor Vehicles a discounted price on initial orders.

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

There are no other sources in the foreseeable 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:	David Lachance	Date:	6/25/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	Justin Frayose	Date:	7/22/2024