



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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:		Dept. of Corrections/Long Creek Youth Development Center	
Department Contract Administrator or Grant Coordinator:		Karen Yeaton	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$44,474.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	1/26/2022	Proposed End Date: 5/1/2022
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:		AD&W Architectural Doors & Windows, Westbrook, Maine	
Brief Description of Goods/Services/Grant:		Replacement of damaged security windows within the facility	

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 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.

More windows were damaged at the Long Creek facility. This company has done these windows before and knows exactly what is needed for replacements within the secure setting. Additional Lexan will be used this time as well, making it more secure.

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

This company has prior experience and understanding of what is needed/required to accomplish the task of all replacement security windows

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

The list of companies that have done or knows exactly what is required to accomplish the replacement task with the appropriate materials and expertise is a little limited. This company has that knowledge and experience.

The quote provided for the additional 48 windows is in line with the first quote provided for 38 windows, which the department finds reasonable.

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

We would utilize the bid process for any future or additional work through the state system

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):

DocuSigned by:

Randall Liberty, Commissioner

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Typed Name:

Randall Liberty, Commissioner

Date:

1/26/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

William J. E. Allen

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Procurement Justification Form (PJF)

Typed Name:	william J.E. Allen	Date:	1/27/2022
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NOI 0120220086 01/27/2022 - 02/02/2022