



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:		40A- Judicial Department	
Department Contract Administrator or Grant Coordinator:		Jeaneé Bailey	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ 42,000.00	Advantage CT / RQS #:	20170807* 523
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:	Click or tap to enter a 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:		Commercial Delivery Services Bangor Maine	
Brief Description of Goods/Services/Grant:		Bank Courier Services	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

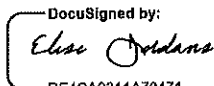
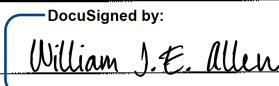
Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" 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 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.	The State of Maine Judicial Branch receives cash and checks from various individuals for payment of fines and fees. The Court also receive money posted by individuals in lieu of servicing jail time. The Department does not feel it is safe, nor does it have the personnel resources, for the Judicial Branch employees to bring daily general fund and bail deposits to TD Bank, The State's lead bank for deposits. Contracting with a courier company for daily delivery of court deposits to a TD Bank store ensures employee safety. The Department also has a need for courier runs within York County to pick up file boxes and mail at the District Court. This amendment increases funds to cover existing contract services with an increased frequency of courier services pick up for the Violations Bureau and York County through December 31, 2022.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	CDS is the current vendor and this is the current contract.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The RFP determined the price through the bid process.
4. Describe the plan for future competition for the goods or services.	The future plan will be carried out through competitive bid process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	Elise Jordans	Date: 12/13/2022
Signature of DAFS Procurement Official:			
	Typed Name:	William J.E. Allen	Date: 1/4/2023