



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:		Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Nick Ferrala	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,199.00	Advantage CT / RQS #:	CT 18A 20231211*1659
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date: 1/31/2024
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:		Paul S Theberge dba: Theberge Acoustical Ceilings 156 Townhouse Road, Chelsea, ME 04330, VC0000230814	
Brief Description of Goods/Services/Grant:		Installation of ceiling tiles, labor and materials	

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 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.

Installation of ceiling tiles in the FATS Room, Building-A at the Maine Criminal Justice Academy in Vassalboro, ME. Includes labor and materials (ceiling tiles).

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

Vendor is experienced, qualified and trusted and provided the lowest cost.

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

Vendor is the primary supplier of acoustical ceiling tiles to BGS-PMD (Preventative Maintenance Division), known and trusted to provide the best price and reliable work.

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

Per Maine State requirements, vendor sourcing when cost is between \$5,000.00 and \$10,000.00.

### 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:  
*William Longfellow*  
DB6A2BC670E9407...

Typed Name: William Longfellow

Date: 12/26/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Justin Franzose*  
AEED9C7B3A8044E...

Typed Name: Justin Franzose

Date: 1/19/2024