



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|----------------------|--|------------------------------|
| Department Office/Division/Program: | | Corrections, Maine State Prison | |
| Department Contract Administrator or Grant Coordinator: | | FSM Jeffrey Space | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$15,240.00 | Advantage CT / RQS #: | 03A 20241217*0872 |
| CONTRACT | Proposed Start Date: | 12/17/2024 | Proposed End Date: 1/30/2025 |
| 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: | | DESIGN SPECIALTIES INC North Haven, Ct. | |
| Brief Description of Goods/Services/Grant: | | Kitchen trays and lids | |

| 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.

The Maine State Prison seeks to procure FCP-431 Bamboo Tan Econoblend Food Containers and FCP-400 Frost Econoblend Lids to support its meal service operations. These items are essential for maintaining food safety, efficient meal distribution, and adherence to facility standards. The MSP kitchen services approximately 2,400 meals a day and requires replenishment for trays that are destroyed or damaged.

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

It is critical that the trays and lids match the current inventory to ensure compatibility with existing equipment, reducing the risk of operational disruptions. Lids and trays must be consistent across the entire inventory to avoid unnecessary matching for specific lids to trays.

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

The prices are lower than previous orders for kitchen trays. These prices are consistent with current market price.

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

The Department will use the competitive process for future kitchen operations.

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.


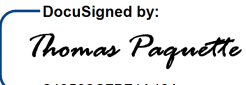
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|------------|
| Signature of requesting Department's Commissioner (or designee): |  | | |
| Typed Name: | Scott Goulette, Financial Analyst | Date: | 12/17/2024 |
| Signature of DAFS Procurement Official: |  | | |
| Typed Name: | Thomas Paquette | Date: | 1/2/2025 |