



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:		State of Maine, Judicial Marshals	
Department Contract Administrator or Grant Coordinator:		Marshal Ted Ross	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 62,147.83	Advantage CT / RQS #:	20250102*0927
<b>CONTRACT</b>	Proposed Start Date:	<b>7/1/2024</b>	Proposed End Date: 9/30/2024
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End 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:		Somerset County Sheriff Office, 131 East Madison Road, Madison, ME 04950	
Brief Description of Goods/Services/Grant:		Staffing and coordination of armed law enforcement officers in court provided by the presiding County-Somerset SO	

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 Judicial branch provides security through the Office of Judicial Marshals. Historically the Sheriff Office(s) for those counties provided security and through time that service has been transferred to the Judicial Marshals except for 2 counties (Lincoln and Somerset). The Judicial Branch has chosen to continue those relationships but once those relationships end, those services will be moved under the Office of Judicial Marshals with predominantly state employees augmented with part time, contracted law enforcement officers.

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

This service is only provided by Governmental Law enforcement agencies. The Sheriff Office (somerset) is the law enforcement agency for this county.

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

The cost(s) and period of time(s) were negotiated with the county for services specific to the courthouse(s) of this County. An initial submission of cost(s) was not agreed upon and hence, the partial service and compensation period was agreed upon. Fair and reasonable was determined by comparing similar services the Judicial Branch provides in other Counties. As per the previous contract, a budget initiative was submitted to the Governor for increased funds to provide parity with the Marshalls working in other courthouses. This initiative was approved, and the contract starting October 1, 2024 reflect these rates. The initiative requested the rates begin at the end of the previous contract (06/30/2024) and are reflect in this quarterly invoice.

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

There will be no opportunities for future competition. This is a law enforcement function that will be controlled through the Office of Judicial Marshals if funding is approved in the next budget initiative. If not, local law enforcement will once again be contracted for these services.

**PART III: SUPPLEMENTAL INFORMATION**

**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); PURCHASES BY THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

X Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by: <i>Connor Smith</i> <small>755F066E9C634D0...</small>		
Typed Name:	Connor Smith	Date:	1/2/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sherri Brooker</i> <small>BE7E88805EFD419...</small>		
Typed Name:	Sherri Brooker	Date:	1/7/2025