



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:		Maine Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Jeremy Gray	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 18000	Advantage CT / RQS #:	20250114*1746
<b>CONTRACT</b>	Proposed Start Date:	<b>1/16/2025</b>	Proposed End Date: 3/31/2025
<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:		Plisga & Day Land Surveyors, Bangor, Maine	
Brief Description of Goods/Services/Grant:		Boundary and Topographic Site Survey	

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 Judicial Branch is in the process of negotiating a contract for architectural services for the new Skowhegan Court House. An aggressive timeline for the construction of the court house will require the architectural firm to be able to start work immediately upon the completion of the appeal period. The SMJB does not have a completed topographical survey of the property on file following the purchase of the property with which to provide the architectural firm. There are significant concerns that if a property survey is not completed immediately, weather may prohibit the SMJB from completing a proper survey until the end of winter, potentially slowing up the architectural work for months, prohibiting the project from breaking ground on time.

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

The selected vendor was chosen by the architectural work due to prior experience with the requirements of the firm for their own lidar scanning that will be conducted when the contract for architectural work is entered into. This firm is also able to immediately conduct the necessary survey work.

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

Rates are in line with hourly costs for survey work conducted for the SMJB on the previous court house builds conducted throughout the last decade.

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

Lidar work and further property surveying for the 55 Court St. property will be encompassed by the architectural contract for the Skowhegan Court House.

**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):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0...		
Typed Name:	Connor Smith	Date:	1/14/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sherri Brooker</i> BE7E88805EFD419...		
Typed Name:	Sherri Brooker	Date:	1/15/2025