



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:		DAFS - BGS	
Department Contract Administrator or Grant Coordinator:		David Schoenherr (207) 624-7351	
(If applicable) Department Reference #:		BGS: PT# 2711	
Amount: (Contract/Amendment/Grant)	\$ \$45,233.96	Advantage CT / RQS #:	18A 20190731*0375
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	7/1/2022
	Previous End Date:	New End Date:	10/1/2022
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		McGrath and Company LLC PO Box 6241, Cape Elizabeth, ME 04107-6241 VC0000236984	
Brief Description of Goods/Services/Grant:		Click or tap here to enter text. The Provider shall a) assess the established structure of design and construction management, especially in regard to budgets for construction and the project schedule, b) analyze said budgets and schedules, c) advise on conformity with existing contracts between DOC and Architect/Engineer, and between DOC and Construction Manager, d) advise on cost control measures, and e) advise on project schedule management.	

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 #3	<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 purpose of this Contract Amendment is to verify the management of MGFA bond funds for the \$141,000,000 MCC project are properly administered by the multiple consultants and contractors, are following best business practices, and are structured for maximum benefit to the DOC program for which it is intended.

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

The expertise for detailed critical path construction schedule evaluation, and construction cost control services are not available in this department of State of Maine government. BGS has applied significant resources from a small staff of two Architects to this project. No other state agencies are able to assist.

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

The proposed hourly rates, not-to-exceed fee contract has been judged fair based on past experience with the same consultants on the Riverview Psychiatric Center and Department of Corrections and other agencies' projects, and based on rates for Architects, Engineers, and Construction project managers doing similar work, and based on the projected cost savings to be generated by the contract. The chosen vendor has a proven ability to recoup costs which more than exceed their fee.

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

The proposed contract Amendment is due to an immediate and on-going need on an active construction project to integrate optimal construction project cost and schedule management. This contract Amendment is justified by an immediate need, without which management of funds and project schedules would be negatively impacted.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


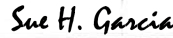
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Elaine Clark DAFS Deputy Commissioner	Date:	2.1.23
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	E5DB92AC0F8D490... Sue H. Garcia	Date:	2/6/2023