



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:		Corrections – Maine Correctional Center	
Department Contract Administrator or Grant Coordinator:		Karen Yeaton, Deputy Warden	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,340.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	2/22/2023	Proposed End Date: 4/30/2023
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:		Exactitude Hardware Consultants 12 Sky View Drive Cumberland Foreside, ME 04110 207-829-8631	
Brief Description of Goods/Services/Grant:		Retrofit two existing MPU doors with Millennium MPACS 200 Frame and Tray Assembly	

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.

Maine Correctional Facility in Windham needs a to purchase and install two hinged removable food box trays in two of the security doors an existing high security area. These trays will allow staff to be able to feed residents in locked cells safely.

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

Exactitude was the only company that supplied us with a quote. Craftmaster Hardware was also contacted and they did not provide a quote when asked.

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

This vendor currently services the Department with other door related repairs. They are familiar with what we have for security doors throughout the facility.

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

Same practice would be used if there are any further door repair needs. Quote would be sought out from three vendors.

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:
Conner McFarland
FD522942914A4F8...

Typed Name:

Conner McFarland

Date:

2/22/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Sue H. Garcia
E5DB92AC0F8D490...

Procurement Justification Form (PJF)

Typed Name:	Sue H. Garcia	Date:	2/28/2023
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