



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:		Judicial Branch / Facilities		
Department Contract Administrator or Grant Coordinator:		Jeremy Gray		
(If applicable) Department Reference #:		40A		
Amount: (Contract/Amendment/Grant)		\$11,171.12	Advantage CT / RQS #:	20240205*1129
CONTRACT	Proposed Start Date:	7/30/2023	Proposed End Date:	12/30/2023
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:		Creative Office Resources 141 Middle Street, Portland, ME 04101		
Brief Description of Goods/Services/Grant:		Storage of modular Herman Miller office furniture used in workstation modifications to support Operational changes.		

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 frequently modifies staffing workstations to accommodate growth and changing operational needs. Creative Office Resources holds the Master Agreement for the Sales and Installation of Herman Miller Systems office workstations. Excess component inventory is retained to reduce the expense and lead time associated with future work, yet the Judicial Branch doesn't have the facilities or staff to manage this equipment. Thus, 3rd party storage services are used.

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

Creative Office Resources holds the Master Agreement for the Sales and Installation of Herman Miller Systems office furniture. They are the sole vendor in the State qualified to service this equipment and naturally the best choice to inventory and prepare designs using this equipment, augmented with new components, to fulfill changing needs at the Judicial Branch.

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

Storage costs on a \$/sqft basis are in line with expectations. Rates for this work have been adopted into the amended Master Agreement (see #4 below).

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

The existing Master Agreement for Modular, Open Concept & Stand-Alone Executive Furniture, for which Creative Office is the sole vendor, has been amended to include these Long-Term Storage (LTS) services. Any invoice for these storage services after January 2024 will be paid against the revised Master Agreement.

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:
Connor Smith

Typed Name:

Connor Smith

Date:

2/5/2024

Signature of DAFS Procurement
Official:

DocuSigned by:
William J.E. Allen

Typed Name:

Click or tap here to enter text.
william J.E. Allen

Date:

Click or tap to enter
a date. 2/8/2024

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