



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)	\$ 186,339.00	Advantage CT / RQS #:	20240208*2189
CONTRACT	Proposed Start Date:	2/1/2024	Proposed End Date: 6/30/2024
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:		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.

NOTE:

The Somerset SO requested a 2-year figure to match parity with the compensation of State Judicial Marshals, which the JB did not have budgeted nor support due to budget constraints. The Judicial Branch and Somerset SO agreed upon the noted amount within a 6-month period with the stipulation of seeking the additional funds requested through the supplemental budget process, which was agreed upon in the interim. Language on the contract was/is: The Maine Judicial Branch agrees to submit a budget initiative to the Governor for the upcoming 2024, supplemental budget requesting funds to increase the amount of the contract with Somerset County SO. (If the Governor rejects the initiative, the Maine Judicial Branch will appeal to the Legislature to reinstate and fund the initiative. The Maine Judicial Branch intends any contract increase provided to Somerset County to go toward raising the compensation of contracted Marshals. If the funding initiative is approved by the Legislature, the contracted rates will be increased in accordance with the approved funding at the effective date of the bill. If funding is not approved the rates will not be increased beyond the current agreed upon contract amount and the budgetary process following would have to be negotiated recognizing the time of expiration (6/30/24).

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

There will be no opportunities for future compensation. This is a law enforcement function that will be controlled through the Office of Judicial Marshals.

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?

 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> 755E066E9C634D0...			2/8/2024
Typed Name:	Connor Smith	Date:		
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B8E39F57E44A...			
Typed Name:	William J.E. Allen	Date:	2/12/2024	

NOI 0220240167 02/12/2024 - 02/18/2024