



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.

Table with 5 columns and 10 rows. Section: PART I: OVERVIEW. Fields include: Department Office/Division/Program: Corrections; Department Contract Administrator or Grant Coordinator: Gary LaPlante; Amount: \$ 208,000; Advantage CT / RQS #: 03A 20180323*2771; Proposed Start Date: 4/2/2018; Effective Date: 1/1/2024; Vendor/Provider/Grantee Name: Gilco Corp. Windham, ME; Brief Description of Goods/Services/Grant: Project Owner Representative for MCC Expansion Project.

Table with 4 columns and 7 rows. Section: PART II: JUSTIFICATION FOR VENDOR SELECTION. Header: Check the box below for the justification(s) that applies to this request. (Check all that apply.) Rows include: A. Competitive Process (checked), B. Amendment (checked), C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 MCC Expansion Project is expected to continue through 2024 to continue the construction of major facility buildings and infrastructure. The project recently approved a \$800,000 extension of the utilities corridor to service additional buildings. Additional major project milestones left to complete include the Dorms 5 and 6 renovations, construction of the women's medical and mental health unit, and installation of a new duress alarm system.

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

The vendor was selected using the BGS Request for Qualifications process in 2018. The vendor's services have been highly valuable to the State of Maine.

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

The compensation rates for these services have remained the same since 2018. The rates are detailed below:

Owner's rep (Jim Gilman) \$70/hr.

Assistant to Jim Gilman: \$50/hr.

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

The Department will continue to use the competitive process for similar services in the future.

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	2/15/2024
Signature of DAFS Procurement Official:	DocuSigned by:  2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	2/29/2024

NOI 0220240221 02/29/2024 - 03/06/2024