



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS Riverview Psychiatric Center	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		RPC-25-042	
Amount: (Contract/Amendment/Grant)	\$ 9,742.66	Advantage CT / RQS #:	RQS-10A-20250131000000001100
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date: 6/30/2025
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:		National Firestopping Solutions Saco, Maine	
Brief Description of Goods/Services/Grant:		Fire Door Assembly Upgrades	

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 purpose of this agreement is for fire door assembly upgrades ensuring compliance with fire and safety regulations. The work will be performed in two phases:

- Phase I: Shimming doors to fix clearance issues, filling holes in doors/frames up to 1/2 " with approved materials, adjusting closures and latching hardware to fix self-closing/latching issues, installing missing/broken parts such as screws, silencers& builders' hardware. Installation of the first wave of aftermarket parts, including National Guard Product GAPGUARD GAP 90 (48"x4), GAP 90 (84"x2) GAP 90 ME (84"x1). 9990 (48"x4), & 3X Ives COR9G-26D Coordinators. Gathering measurements for parts needed for phase 2 Repairs.
- Facilitation of Door Labeling Service through C.A Noble Field Labeling Agency

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

This vendor provides certified expertise and knowledge to customize firestopping solutions to meet the Department's Riverview Psychiatric Center (RPC) specific needs and requirements. The vendor ensures that all products and service meet NFPA and IBC standards.

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

Facilities management personnel, including the Director of RPC Facilities, Joe Silva, have reviewed the costs associated with the Materials, Labor, Travel, and door labeling Service and have determined that these costs are in line with similar scopes of work performed at RPC.

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

The vendor will be performing yearly inspections moving forward to verify RPC continues to meet code standards. The Department does not intend to competitively procure these services.

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.

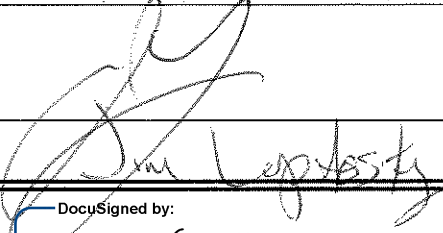
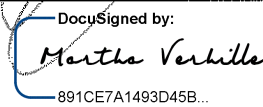
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lepore	Date:	10 Feb 25
Signature of DAFS Procurement Official:	 <small>DocuSigned by:</small> Martha Verhille <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	2/20/2025