



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:		Maine Commission on Public Defense Services		
Department Contract Administrator or Grant Coordinator:		Darcy Fisher		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 9,500.00	Advantage CT / RQS #:	CT 95F 20250130*1832
CONTRACT	Proposed Start Date:	10/21/2024	Proposed End Date:	10/25/2024
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:		Media Northeast Hollis Center, Maine		
Brief Description of Goods/Services/Grant:		Vendor will provide audio and video recording of a training and provide edited video footage to Department.		

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.

Vendor will provide audio and video recording of a 5-day training for up to 8 hours per day. This will include recording by two cameras. Vendor will also professionally edit the video footage and provide a copy of the video to Department. The final product will feature the presenter and their visual presentation (such as a PowerPoint).

This PJF is being submitted after services were rendered due to a miscommunication within Department.

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

The Department has previously solicited bids from other vendors on numerous occasions and Media Northeast has consistently been the least expensive for these services. Department is familiar with the quality of Vendor's services based on prior dealings with the Vendor.

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

The Department has previously solicited bids from other vendors on numerous occasions and Media Northeast has consistently been the least expensive for these services. Additionally, Vendor agreed to reduce their fee, resulting in a savings of \$1,500.00.

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

If these services are needed in the future and exceed \$5,000, the Department will undertake a similar process.

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):	Signed by:  7827810FEAB149F...		
Typed Name:	Darcy Fisher	Date:	2/19/2025
Signature of DAFS Procurement Official:	Sue H. Garcia		
Typed Name:	Sue H. Garcia	Date:	2/20/2025