



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 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:		Judicial Branch/Facilities		
Department Contract Administrator or Grant Coordinator:		Jeremy Gray		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 16,146.85	Advantage CT / RQS #:	20250224*1186
CONTRACT	Proposed Start Date:	12/11/2024	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:		Siemens Industry, Inc. 66 Mussey Road, Scarborough, ME 04074		
Brief Description of Goods/Services/Grant:		Upgrade Siemen's Desigo Software on the CJC virtual server from version 4.2 to the current Version 7 for Biddeford, West Bath and Lewiston.		

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 ‘virtual’ server at the Capital Judicial Center (CJC) housing the Siemens Desigo firmware supporting Building Management System(s) (BMS) at courthouses located in West Bath, Lewiston and Biddeford needs to be updated. This is typically part of the scope of an annual preventative maintenance (PM) contract, but no agreement has been in place since 2021. Updating the proprietary firmware is a necessary step to re-establishing any contractual agreement for such services.

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

Siemens is the sole provider of their proprietary Desigo software platform for building management. Prior decisions to install and continue to operate Siemens’ BMS necessitates this expense.

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

This expense replaces three years of annual maintenance contracts exceeding \$20k/year. The MJB has instead contracted out filter changes and smaller maintenance to the lowest bidder, leaving on the required firmware updates to be done sole source due to no other option.

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

Going forward, only the CJC and YJC will have Siemens Desigo BMS. This reduction in ‘points’ to monitor will greatly reduce annual PM contracts. The YJC remains in flux with an ongoing HVAC Change Order and as a result the MJB desires to use our warranty relationship at that location for services. As the CJC is 10 years old, MJB wishes to resume a PM contract with Siemens. The work will be itemized by location, leveraging MJB existing resources and keeping costs low.

**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.


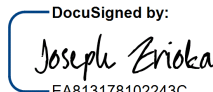
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:	Connor Smith	Date:	2/25/2025
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	2/25/2025