



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:		Long Creek Youth Development Center	
Department Contract Administrator or Grant Coordinator:		Aaron Beaulieu	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,180.00	Advantage CT / RQS #:	03A 20240212*1161
CONTRACT	Proposed Start Date:	2/26/2024	Proposed End Date: 4/30/2024
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:		Libco, Inc. Windham, Maine	
Brief Description of Goods/Services/Grant:		Drywall and Insulation Installation	

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 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 checked="" 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 education wing at Long Creek Youth Development Center suffered significant damage from a major incident involving residents at the facility. Numerous facility fire suppression sprinklers were broken in the area and ran for a lengthy period before water was shut off to the area. The education wing, spanning numerous offices and learning spaces, was severely flooded. The facility needs to repair the area before students can use the space in this area again. Educational activities have been suspended until the area is deemed safe for occupation again. The affected area contains the spaces for most of the learning and program activities for incarcerated residents at Long Creek. Risk-reduction programs and statutorily mandated services will be minimal until the area is repaired.

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

The facility contacted several vendors across Southern Maine to complete the drywall repairs and replace the insulation. Only one vendor was (1) willing to provide a quote and (2) was available immediately.

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

The costs of the materials and labor rate are consistent with the market rate and are comparable to similar work the Department has used in the past.

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

Future repair projects at the facility will use the competitive process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

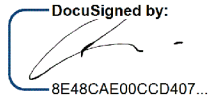
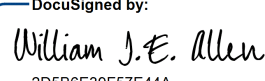
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Anthony Cantillo	Date:	2/12/2024
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	2/29/2024

NOI 0220240226 02/29/2024 - 03/06/2024