



## 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:		Secretary of State, Bureau of Corporations Elections and Commissions			
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State Chief Information Officer			
(If applicable) Department Reference #:					
1		\$ 11,250.00		Advantage CT / RQS #:	
				20230120000000001932	
CONTRACT	Proposed Start Date:	2/15/2025	Proposed End Date:	2/14/2027	
AMENDMENT	Original Start Date:	1/17/2023	Effective Date:	2/15/2025	
	Previous End Date:	1/18/2025	New End Date:	2/14/2027	
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		The Atlas Group LLC DBA Technology Solutions of Maine 10 Washington St. Waterville, ME 04901			
Brief Description of Goods/Services/Grant:		Cleaning and general light maintenance for 4 HP Printers			

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 checked="" 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.

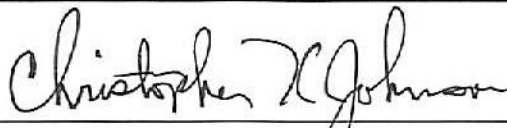

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1.	Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
The printers in CEC are three high end black and white printers and one color, used to produce official documents related to their business processes for Elections, Corporations and Commissions. These printers are crucial for this purpose and need regular cleaning to maintain high-quality documents.	
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
The provider is a local vendor/company that has been providing excellent cleaning services for not only scanners but the BMV high-speed printers for several years.	
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
The cost of the monthly cleanings for four printers is reasonable. The formal bid was originally awarded to Technologies Unlimited who were purchased by Technology Solutions of Maine	
4.	Describe the plan for future competition for the goods or services.
The Office of Information Services is open to the competitive bid process if another vendor can satisfactorily meet the needs of Information Services with respect to supported needs, technology expertise, price and the required repair timeframe Click or tap here to enter text.	

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/>	Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/>	Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/>	No – If No, proceed to Part V.

<b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b>	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS <a href="#">Title 5, §18</a> and <a href="#">§18-A</a>, in harmony with MRS <a href="#">Title 17, §3104</a>.</i>	
<input checked="" type="checkbox"/>	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:	Christopher Johnson	Date:	3-3-2025
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	3/17/2025