



### 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:		Public Safety- Fire Marshal Office		
Department Contract Administrator or Grant Coordinator:		Fire Marshal Shawn Esler		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 78133.30	Advantage CT / RQS #:	20250203*1105
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:	2/15/2025	Grant Start Date:	5/22/2024
	Project End Date:	6/30/2025	Grant End Date:	9/28/2026
Vendor/Provider/Grantee Name, City, State:		International Code Council 4051 W Flossmoor Road Country Club Hills, IL 60478		
Brief Description of Goods/Services/Grant:		Code Books		

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
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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 state has adopted updated building codes. Code commentary books provide deeper look into the intent and direction of the building and energy codes. These commentary books allow code officials access to more information about the code, helping them to make their compliance decisions. It is important to provide code officers with as much information as possible to best serve their communities in finding a path to voluntary compliance. These codes are state mandated to enforce, and are being paid for by a federal grant awarded specific to the purchase of these code commentary books.

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

These books are part of the new state adopted code which the International code council is the sole source producer of and provides authenticity as to it's content.

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

Holding membership with the International Code Council grants an automatic 20% discount. This quote also includes a discount for buying in bulk.

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

The International Code Council is the sole source provider and as the books are for a state mandated code, the codes themselves cannot be changed. If this purchase is needed again in 3 years, we will look for competitive bid options at that time.

### 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.


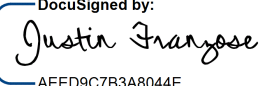
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Derek Garneau	Date:	2/6/25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	3/27/2025