



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:		Department of Labor, Commissioners Office		
Department Contract Administrator or Grant Coordinator:		Todd Cummings		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$7,062.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	5/1/2022	Proposed End Date:	6/30/2022
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:		Seacoast Security, Inc. West Rockport, Maine		
Brief Description of Goods/Services/Grant:		Security System Upgrade		

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 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.

OIT is requiring our Lewiston Office Operating System to be upgraded to Windows 10. That locations Security System Software is only compatible with Windows 7 and cannot be used with Windows 10. OIT has granted us a Temporary Waiver to July 2022 to get the Security System upgraded Widows 10. Our lease there expires January 31, 2023 and there is a above average chance, we will be moving.

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

The vendor is the current vendor for that location and is familiar with the facility. We currently use that vendor for other monitoring services in other Department of Labor Facilities.

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

The initial quote from Seacoast Security was \$8,106.00 to upgrade our system to something Windows 10 compatible. Trying to reduce the cost, I met with them onsite to explore all options, the new estimate is \$7,062, with the use of some of the existing infrastructure.

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

After we secure a new long-term lease in that region, we would either like to use the Honeywell System though Building Control or go out to bid with the help of Procurement Services and OIT>

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

Does this request utilize ARPA/MJRP funds?

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

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: Kimberly A Smith

Date: 3/9/2022

Signature of DAFS  
Procurement Official:

Typed Name: Joseph A Zrioka

Date: 4/14/2022