



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:		DAFS/OIT/AV Team	
Department Contract Administrator or Grant Coordinator:		Kyle Pendleton	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,754.98	Advantage CT / RQS #:	RQS 18B 20230322-1166
CONTRACT	Proposed Start Date:	1/30/2023	Proposed End Date: 3/22/2023
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:		Pro AV Systems, Inc. 275 Billerica Rd STE 3 Chelmsford MA 01824	
Brief Description of Goods/Services/Grant:		Audio Visual 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 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.

Pro AV won the mini-bid for conference room 317A&B Commerce Dr. While they were on site they provided work in the CIO Conference Room.

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

ProAV won the mini-bid for Room 317A&B and while completing the work they were on site to complete work on the CIO Conference Room.

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

This system has very little components for us, (OIT) to manage. ProAV has their own warranty for this system and will repair it if it breaks. The components are easy to use and can be used by many people without a lot of training required. We worked with ProAV on many quotes to ensure we were only getting what was needed. The cost is within industry standards.

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

Future plans for doing these systems, will be competitively bid through the Audio-Visual Equipment and Services Statewide contract. All prequalified vendors with master agreements for AV equipment and services will be engaged and encouraged to make quotes.

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


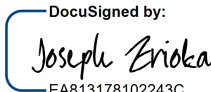
Does this request utilize ARPA/MJRP funds?

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):	 A29C99359A37464...		
Typed Name:	Nicholas Marquis, Interim CIO	Date:	4/2/2023
Signature of DAFS Procurement Official:	 EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	4/1/2023