



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:		Corrections – Technology Office		
Department Contract Administrator or Grant Coordinator:		Joe Couture		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$8,414.09	Advantage CT / RQS #:	03A 20240405*1442
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date:	1/31/2024
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:		Maine Innovators, LLC Readfield, ME		
Brief Description of Goods/Services/Grant:		Audio/Visual System Design		

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 Department of Corrections and Maine Criminal Justice Academy have partnered to upgrade the instructional technology used to train cadets completing the Basic Correctional Training Program (BCTP), which has been conducted virtually since the start of the COVID-19 pandemic. The training rooms required significant audio/visual technology design and installation across all of the Department's facilities.

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

Bill Starrett, owner of Maine Innovators, is an IT professional with experience in adult learning and educational technology. The Department began a low-cost service contract (CT 03A 20230816*0366) to pilot the A/V system upgrades at the Maine Criminal Justice Academy. While the pilot program was a success, the vendor began to coordinate with facility training staff to begin technology upgrades at additional facilities and placed orders for equipment purchases before the contract could be amended.

The Department seeks to compensate the vendor for costs incurred beyond the initial scope of the contract. Maine Innovators is currently negotiating placement with a Master Agreement for Audio/Visual System design and will use the mini-bid process. The Department intends to use this process for future services. However, the Department will agree to pay for expenses incurred to date.

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

The hourly rate is significantly less than other A/V design costs on the State's Master Agreements.

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

The Department will cover current expenses incurred and will utilize the mini-bid process under the A/V Design and Installation Master Agreements for future services.

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.

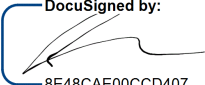

No – If No, proceed to Part V.

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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <small>8E48CAE00CCD407...</small>		
Typed Name:	Anthony Cantillo	Date:	4/5/2024
Signature of DAFS Procurement Official:	 <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	4/10/2024