



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/Long Creek Youth Development Center	
Department Contract Administrator or Grant Coordinator:		Chris Maria, Correctional Building Maintenance Supervisor Aaron Beaulieu, Deputy Superintendent of Support Services	
(If applicable) Department Reference #:		23LCY001	
Amount: (Contract/Amendment/Grant)		\$ 13,788.19	Advantage CT / RQS #: 03A 20221202*1527
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/27/2023	Effective Date:
	Previous End Date:	12/31/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Johnson Controls Fire Protection Westbrook, Maine	
Brief Description of Goods/Services/Grant:		PLC Repair in Spruce Unit	

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.

### 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.

A PLC in the Spruce Unit at Long Creek experienced water damage and needs to be repaired. Since the PLC is integrated into the security control system, it makes sense to include this segment of work in the current upgrade already in progress.

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

Johnson Controls Fire Protection has been under contract with the Department/Long Creek since February of 2023 to upgrade our Security Controls System. An amendment was done in May of last year to incorporate the lighting relays which are integrated with the Access Control software which enables staff to control lights from the day room screen or the control center. Additional time is needed to complete this task as well as to repair the damaged PLC in Spruce Unit as noted above.

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

The cost is based on the vendor's proposal which appears consistent with previous work orders received by this vendor. Since the vendor is already on site, they were able to offer us discounted labor costs due to them already being mobilized on site which the Department considers fair and reasonable.

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

The Department is actively exploring competitive bid processes to obtain future Security System products and 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); PURCHASES BY THE STATE

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

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Conner McFarland</i> FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	3/20/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/20/2024