



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:		Court Services	
Department Contract Administrator or Grant Coordinator:		Nickole Wesley, Communication Access Specialist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$13,082.50	Advantage CT / RQS #:	20240410*1468
CONTRACT	Proposed Start Date:	4/2/2024	Proposed End Date: 4/2/2024
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:		Pro AV Systems, Inc.	
Brief Description of Goods/Services/Grant:		Wireless Interpretation Equipment	

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.

Wireless interpretation equipment is used for long proceedings to provide simultaneous interpretation. The Judicial Branch hired an additional four Courtroom Technology Assistants that need equipment as well as replacing equipment for the existing five CTAs that allow for the interpretation to be recorded per Administrative Order JB-12-01. The equipment needed to interact with the systems already in place as replacing the sensors would be cost prohibitive.

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

Pro AV is familiar with the Judicial Branch's requirement to record language interpretation and the technology required to do so.

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

Three vendors were contacted regarding the equipment that needed to be replaced. The prices received were all comparable, but the selected vendor is familiar with the current equipment that is now discontinued and was the only one able to guarantee the new equipment would work with our system.

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

Court Services will continue to look for new technology that enables language interpretation and is compatible with the current courtroom A/V systems.

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):

DocuSigned by:
Connor Smith
755F066F9C634D0...

4/10/2024

Typed Name:

Connor Smith

Date:

Signature of DAFS
Procurement Official:

DocuSigned by:
Joseph Brioka
EA813178102243C...

Procurement Justification Form (PJF)

Typed Name:	Joseph Zrioka	Director of IT Procurement	Date: 4/16/2024