



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:		Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Alyson Cummings	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,139.00	Advantage CT / RQS #:	20240417*1489
CONTRACT	Proposed Start Date:	3/20/2024	Proposed End Date: 3/28/2024
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:		The Copy Center Po Box 17 Winthrop, ME 04364	
Brief Description of Goods/Services/Grant:		Printing of legal brochures and information guides	

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.

The court locations provide information guides to customers who are looking to get more information on or maybe filing paperwork for protection from abuse/harassment cases, Evicting paperwork, money judgement filings and divorce proceedings information. Customers are required to educate themselves before filing such paperwork to prevent employees from giving out legal advice. These booklets give all the information needed to file these documents to the court. Jury service brochures are also necessary for people who are going to serve on a jury to know the information and the details of what this service entails. The courts have been ordering these legal documents on an as needed basis. Frequently the guides need updating so the courts do not order these in bulk. There is also limited space in clerk's offices to store these items.

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

The court location has been using The Copy Center through MA 18P 220304*0085 . These invoices were submitted before the expiration of the contract. Due to the contract expiring on 3/31/2024, we are unable to enter these against the MA in the accounting system. This company has the templates to print these legal publications and brochures that are necessary for information on certain court proceedings.

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

Utilizing costs that are included in the master agreement.

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

The MA for this vendor has renewal dates that have not yet been entered into the accounting system. If vendor is not available, we will look to put this out to RFP.

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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0... 4/17/2024		
Typed Name:	Connor Smith	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	4/25/2024