



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:		Department of Corrections/All facilities	
Department Contract Administrator or Grant Coordinator:		Bret Smith	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 33,090.65	Advantage CT / RQS #:	RQS 03A 20220525*1390
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Admiral Fire & Safety/Scarborough, ME	
Brief Description of Goods/Services/Grant:		Specialty correctional uniforms	

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 Department needs to order additional uniforms for its Honor Guard corps to accommodate new members of the corps and also to replace unserviceable older uniforms. The Department's Honor Guard Corps is very active in many public events and ceremonies.

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

The Department has purchased its existing stock of Honor Guard uniforms from this vendor. We are utilizing the same vendor so that the new uniforms will match those that are currently in service.

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

The costs are in line with what the Department has paid for the uniforms in the past.

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

Should the Department need to add or replace honor guard uniforms on a regular basis we will put those needs out to bid so a Master Agreement can be established.

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):

Mark S. McCarthy DocuSigned by:
Mark McCarthy
BFF017DA7FBF4CA...

Typed Name: Mark McCarthy

Date: 5/25/2022

Signature of DAFS
Procurement Official:

Sue H. Garcia DocuSigned by:
Sue H. Garcia
E5DB92AC0F8D490...

Typed Name: Sue H. Garcia

Date: 5/26/2022

