



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:		DOL/BRS/DBVI	
Department Contract Administrator or Grant Coordinator:		Annette Stevens	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$10,000	Advantage CT / RQS #:	20220503000000002728
CONTRACT	Proposed Start Date:	6/1/2022	Proposed End Date: 6/30/2023
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:		Video Electronics 157 Maine St. Unit B, North Reading, MA 01864	
Brief Description of Goods/Services/Grant:		Assessment and repair of CCTV's/Electronic Magnifiers	

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.

Maine DBVI has an inventory of CCTVs of various models and ages. These are provided to some clients and former clients of DBVI to assist them in vocational settings and home settings for the purposes of independent living. Due to the variable nature of electronic devices, these often need repair to maintain longevity. Video Electronics is the sole proprietor of electronic magnifier (CCTV) repair in the greater New England area. Due to the size of these devices, sending them via post to any other business is not a viable option. The cost of repairs is well below the cost of purchasing new equipment. The Division's inventory of these specialty machines, used for reading at various times throughout a year, is comprised of a number of machines that need repair at any given time throughout the year. DBVI sends them to be repaired in large volumes to save on shipping costs. Currently DBVI has a number of machines needing to be repaired.

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

Maine has contracted with Video Electronics at various times for well over 10 years. Video Electronics is the only business of this type that repairs aging CCTV's and Electronic Magnifiers. This contractor has the unique set of knowledge and skills to be able to repair this equipment which is a cost savings to the Division. Many of the specialized video magnifiers used by the Division are older models. This company stocks many of the parts necessary to repair these older machines, which we have not found from any other company.

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

DBVI will use a mix of state and federal funds and has agreed upon the costs as set by Video Electronics. Maine assumes the cost of transportation to and from the brick-and-mortar location of Video Electronics.

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

IF DBVI becomes aware of another business that can assess and repair these devices, a competitive process will be followed.

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):			
Typed Name:	Kimberly Smith	Date:	5/24/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	5/27/2022