



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 Marshals		
Department Contract Administrator or Grant Coordinator:	Marshal Ted Ross		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 456,044	Advantage CT / RQS #:	20220407*2411
CONTRACT	Proposed Start Date:	10/1/2021	Proposed End Date: 9/30/2023
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:	Somerset County Sheriff Office, 131 East Madison Rd., Madison, Maine		
Brief Description of Goods/Services/Grant:	Staffing and coordination of armed law enforcement officers in court		

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 Judicial Branch provides security through the Office of Judicial Marshals. Historically the Sheriff Office(s) for those counties provide security and through time that service has been transferred to the Judicial Marshals except for 2 counties (Lincoln and Somerset). The Judicial Branch has chosen to continue those relationships but once those relationships end, those services will be moved under the Office of Judicial Marshals with predominantly state employees augmented with part time, contracted law enforcement officers.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This service is only provided by Governmental law Enforcement agencies. The Sheriff Office (Somerset) is the law enforcement agency for this county.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The cost was negotiated with the County for services specific to the courthouse(s) of this County. Fair and reasonable was determined by comparing similar services the Judicial Branch provides in other counties.
4. Describe the plan for future competition for the goods or services.	There will be no opportunities for future competition. This is a law enforcement function that will be controlled through the Office of Judicial Marshals.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	 <small>Dennis A Corliss (Apr 29, 2022 08:04 EDT)</small>
Typed Name:	Dennis Corliss
Date:	4/28/2022

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B8E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	5/30/2023

NOI 0520230516 05/30/2023 - 06/05/2023






Somerset SO PJF 2022

Final Audit Report

2022-04-29

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