



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 / Facilities	
Department Contract Administrator or Grant Coordinator:		Kevin Fogg	
(If applicable) Department Reference #:		OCCH Janitorial	
Amount: (Contract/Amendment/Grant)	\$ 10,964	Advantage CT / RQS #:	20230512*1396
CONTRACT	Proposed Start Date:	4/1/2023	Proposed End Date: 5/31/2023
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:		Clean Work Services, Bangor, ME.	
Brief Description of Goods/Services/Grant:		Janitorial Services for OCCH	

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 requires janitorial services at OCCH to maintain a clean and sanitary environment for the Public and Staff.

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

The original contract, RFP #202101004 ran out in March 2023 and needed a renewal, a renewal wasn't submitted due to staff shortages and overworked staff. A renewal has been done and will commence 6-1-23. We are seeking a 2 month extension to pay the 2 months we missed (April and May) and to get the final renewal submitted and approved for June 1, 2023

Click or tap here to enter text.

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

This was an approved RFP #202101004

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

When the final extension runs out in March 2026, we will have a new RFP out for bid.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

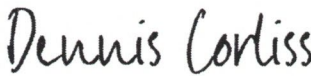

Does this request utilize ARPA/MJRP funds?

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: 		
	Typed Name:	Dennis Corliss <small>C7C172528CF54F3...</small>	Date:
Signature of DAFS Procurement Official:	DocuSigned by: 		
	<small>2D5B6E39F57E44A...</small>		

Typed Name:	william J.E. Allen	Date:	5/31/2023
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NOI 0520230524 05/31/2023 - 06/06/2023