



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Corrections, Bolduc Correctional Facility		
Department Contract Administrator or Grant Coordinator:		Robert Boynton		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6590.25	Advantage CT / RQS #:	03B 20250410000000001474
CONTRACT	Proposed Start Date:	8/29/2024	Proposed End Date:	9/28/2024
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:		AAA Fire / Maine Fire 70 Bacon Street Pawtucket, RI 02860		
Brief Description of Goods/Services/Grant:		Annual inspection services		

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
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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.	In order to be in compliance with the standards set by the Fire Marshall, we are required to undergo an annual inspection of facility fire safety and suppression systems including recharging and replacement of extinguishers of all varieties.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	AAAFire has been the historical vendor to provide these services at Bolduc Correctional Facility for years and are well versed in our systems needs.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Work was estimated to be under \$5,000 however, the invoice came in much higher than estimated.
4. Describe the plan for future competition for the goods or services.	DOC will continue to follow the mini bid procurement process for future purchases

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS <a href="#">Title 5, §18</a> and <a href="#">§18-A</a> , in harmony with MRS <a href="#">Title 17, §3104</a> .	
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.	

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<div>DocuSigned by: <i>Scott Goulette</i> 74A20E43E4BA469...</div>		
Typed Name:	Scott Goulette	Date:	5/5/2025

Signature of DAFS Procurement Official:	<div>DocuSigned by: <i>Sue H. Garcia</i> E5DB92AC0F8D490...</div>		
Typed Name:	Sue H. Garcia	Date:	5/7/2025


### Certificate Of Completion

Envelope Id: DFF19734-190E-4B98-BFD1-3F39274CE1CB		Status: Completed
Subject: Complete with Docusign: AAAMFE Procurement Justification Form (PJF)_REV 8.12.2024.docx		
Source Envelope:		
Document Pages: 3	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Marci L. Blakely
AutoNav: Enabled		Marci.L.Blakely@maine.gov
Envelopeld Stamping: Enabled		IP Address: 10.103.81.9
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		

### Record Tracking

Status: Original	Holder: Marci L. Blakely	Location: DocuSign
5/5/2025 1:32:14 PM	Marci.L.Blakely@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

### Signer Events

Signature	Timestamp
<div>DocuSigned by:  74A20E43E4BA469...</div>	Sent: 5/5/2025 1:32:57 PM
	Viewed: 5/5/2025 1:35:50 PM
	Signed: 5/5/2025 1:38:07 PM
	Freeform Signing
Signature Adoption: Pre-selected Style	
Using IP Address: 198.182.163.115	

Electronic Record and Signature Disclosure:  
Not Offered via Docusign

### In Person Signer Events

Signature	Timestamp
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### Editor Delivery Events

Status	Timestamp
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### Agent Delivery Events

Status	Timestamp
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### Intermediary Delivery Events

Status	Timestamp
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### Certified Delivery Events

Status	Timestamp
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### Carbon Copy Events

Status	Timestamp
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### Witness Events

Signature	Timestamp
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### Notary Events

Signature	Timestamp
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### Envelope Summary Events

Status	Timestamps
Envelope Sent	5/5/2025 1:32:57 PM
Certified Delivered	5/5/2025 1:35:50 PM
Signing Complete	5/5/2025 1:38:07 PM
Completed	5/5/2025 1:38:07 PM

### Payment Events

Status	Timestamps
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