



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:                     |                      | Maine Judicial Branch        |                                     |
| Department Contract Administrator or Grant Coordinator: |                      | Jeremy Gray                  |                                     |
| (If applicable) Department Reference #:                 |                      |                              |                                     |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 80,000            | Advantage CT / RQS #:        | 20250430*2555                       |
| <b>CONTRACT</b>   | Proposed Start Date: | <b>5/1/2025</b>              | Proposed End Date: <b>4/30/2026</b> |
| <b>AMENDMENT</b>  | Original Start Date: |                              | Effective Date:                     |
|   | Previous End Date:   |                              | New End Date:                       |
| <b>GRANT</b>  | Project Start Date:  |                              | Grant Start Date:                   |
|   | Project End Date:    |                              | Grant End Date:                     |
| Vendor/Provider/Grantee Name, City, State:              |                      | Maine Real Estate Management |                                     |
| Brief Description of Goods/Services/Grant:              |                      | Building Management 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           |

Please respond to ALL of the questions in the following sections.

| <b>PART III: SUPPLEMENTAL INFORMATION</b>  |  |
|--|--|
| 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.       | Building Management Services are necessary to keep the courts in good conditions and to have a timely response to issues related to building maintenance. Building management services handle everything from minor repairs to oversight of external contractors who handle larger maintenance projects. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | MREM has provided these services in the past and was willing to take the contracts over on short notice for the same amount that was awarded to the original vendor.   |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.                       | Rates were set through the award of RFP 202409174.   |
| 4. Describe the plan for future competition for the goods or services.   | These services are going out to RFP again. These contracts are to work as a stop gap so that there is no stoppage in service while the goods are competitively bid again.  |

| <b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>                                      |  |
|--|--|
| 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.   |  |

| <b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b>   |  |
|---|--|
| <i>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>.</i> |  |
| <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<br>Department's Commissioner<br>(or designee): | DocuSigned by:<br><i>Connor Smith</i><br><small>755E066E9C634D0...</small>   |       |           |
| Typed Name:  | Connor Smith   | Date: | 5/6/2025  |
| Signature of DAFS<br>Procurement Official:                             | DocuSigned by:<br><i>Kathy Paquette</i><br><small>41C2BA36FAF44CD...</small> |       |           |
| Typed Name:  | Kathy Paquette   | Date: | 5/12/2025 |