



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 Administrative and Financial Services/Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Marsha Alexander	5/9/2025
(If applicable) Department Reference #:		Cultural Building PT3108	
Amount: (Contract/Amendment/Grant)	\$ 5,376.00	Advantage CT / RQS #:	20250509*1658
CONTRACT	Proposed Start Date:	5/9/2025	Proposed End Date: 6/30/2025
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:		The Crowley Company, Frederick, MD	
Brief Description of Goods/Services/Grant:		Zeuschel System and scanner relocation, calibration, and testing 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 checked="" type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input checked="" 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 Maine State Library (MSL) owns a large digitization scanning system and scanner that needs to be relocated from the Burton M. Cross Office Building, room 107, back to the Cultural Building, 230 State Street, 3rd floor, Augusta, Maine. These two state-of-the-art systems, with an approximate value of \$140,000, require precise calibration once they are moved from one location to another. The MSL purchased these systems through The Crowley Company requiring their assistance in proper preparation for moving, calibration, and then subsequent testing.

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

The Zeuschel Imaging products are headquartered in Tübingen, Germany. The Crowley Company is located in the United States and is the exclusive distributor of the site in North America. Being the only distributor in the US, these services should be procured through the experts to ensure the equipment is handled according to manufacture recommendations and the calibration is completed to specifications.

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

MSL obtained the quote (#8756) for the move from The Crowley Company directly. The Crowley Company moved the system in 2021 from the Cultural Building to the Burton M. Cross Office Building. MA PQVL moving vendors do not have the expertise for the packaging, system set-up, calibration, and testing.

This project is funded by MGFA 2024A.

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

Due to the extremely expensive pieces of equipment and one-of-a-kind expertise required for this service, this vendor is the only vendor able to provide this service at this time.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

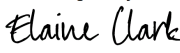
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE


Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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):	<small>DocuSigned by:</small>  <small>2D3B27019FF1432...</small>		
Typed Name:	Elaine Clark, Deputy Commissioner	Date:	5/9/2025

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	5/20/2025