



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:		Maine State Prison	
Department Contract Administrator or Grant Coordinator:		Bob Walden	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$29,140.00	Advantage CT / RQS #:	03A 2025043*1597
CONTRACT	Proposed Start Date:	10/29/2024	Proposed End Date: 5/30/2025
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:		CraftMaster Hardware Northvale, NJ	
Brief Description of Goods/Services/Grant:		Specialty Locks for SMU Lock Project (24MSP004).	

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 lock cylinders currently in use within the Special Housing Unit at the Maine State Prison are over twenty years old and have significantly deteriorated due to prolonged use and age. As a result, multiple cell door locks are malfunctioning or have failed entirely, rendering several cells inoperable. This poses a direct threat to institutional safety, security, and operational continuity.

To maintain compatibility with the facility's existing master key system and ensure that security protocols are upheld, all replacement locks must conform to current keying standards in place at Maine State Prison. Procuring lock cylinders that integrate seamlessly into the current system is essential to avoid costly rekeying of the broader facility and to maintain strict key control.

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

The Department has selected CraftMaster Hardware to manufacture the replacement lock cylinders for the Special Housing Unit at Maine State Prison. CraftMaster is uniquely qualified to provide this service, as they are the original manufacturer and designer of the facility's master key system. Their familiarity with the existing keying architecture enables them to produce lock cylinders that are fully compatible with the current system. This ensures seamless integration without the need to rekey other locks throughout the facility, thereby maintaining institutional key control and avoiding substantial additional costs and operational disruption.

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

The pricing negotiated with CraftMaster Hardware for the replacement lock cylinders is fair and reasonable. The quoted rates were reviewed and found to be consistent with the manufacturer's suggested retail pricing provided by ASSA, the original equipment manufacturer for the required hardware. Given CraftMaster's role as the authorized provider with direct compatibility to the existing master key system, and the alignment of their pricing with industry benchmarks, the Department has determined that the costs are both competitive and justified.

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

The Department will follow state procurement rules and will issue bids for these products in the future.

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):

DocuSigned by:
Conner McFarland
FD522942914A4F8...

Typed Name:

Conner McFarland

Date:

5/7/2025

Signature of DAFS
Procurement Official:

Signed by:
William J.E. Allen
2D5B6E39F57E44A...

Typed Name:

William J.E. Allen

Date:

5/21/2025

CONFIRMING NOI 0520250458 05/21/2025 - 05/27/2025