



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 \$10,000 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		4/3/2026
(If applicable) Department Reference #:		PT3108		
Agency Department Code:	18A	Advantage CT / RQS #:	CT20260403*2066	
Amount: (Contract/Amendment/Grant)		\$10,015.11		
CONTRACT	Proposed/Original Start Date:	3/10/2026	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Budget Blinds, Brad Briggs 523 Meadow Road, Topsham, Maine 04086 VC0000167163		
Brief Description of Goods/Services/Grant:		Window Shades for Cultural Building – Museum Offices		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☒	J. Willing and Qualified
☐	E. Emergency	☒	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	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.

The Cultural Building construction project required window shades to be discarded based upon an abatement of asbestos. Two agencies received replacement window shades under the general contractor and construction contract. The Museum on the 5th floor was missed during that review and approval process.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Two agencies have already received replacement shades from this vendor. To decrease expenses and not create a construction change order, BGS is procuring the required replacement shades directly from the vendor used under the general contractor to ensure all building windows have the exact same window shade.

BGS has worked with Budget Blinds on other state-owned projects with great success.

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

MGFA 2024A funded construction project. Vendor has already replaced building window shades for two agencies on the 2nd and 3rd floor of the building and kept pricing the same for the third agency.

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

If required in the future, an RQS would be utilized.

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) or (026) – 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](#).

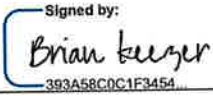
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their

knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

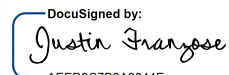
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Signed by: 393A58C0C1F3454...		4/3/2026
Typed Name:	Brian Keezer, Bureau Director	Date:	04/03/226

2. Additional signature required **ONLY** if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

OSPS Section Only

Signature of DAFS Procurement Official:	 DocuSigned by: AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	5/27/2026