



## 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:	Governor's Energy Office		
Department Contract Administrator or Grant Coordinator:	Dan Burgess		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,390.00	Advantage CT / RQS #:	07A 20230627*1628
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	Pillar Designs, LLC Chicago, Illinois		
Brief Description of Goods/Services/Grant:	Phonebooths for additional space for staff to take conference and video calls as return to work efforts continue.		

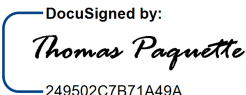
PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 checked="" 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.	Phonebooths provide staff, including Department Directors and other senior staff, to take phone and/or video calls in private and without disrupting other members of the shared working space. These working spaces allow the staff members the opportunity to engage in business on behalf of the State of Maine without disruption during the return to work process as internal and external partners collaborate via video conferencing tools.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor has previously responded to a competitive RFQ and submitted a bid that was significantly less (30%) than the next vendor, with an ability to deliver products in two weeks, compared to 42 days.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Pricing is based on previously competitively bid costs and are fair and reasonable.
4. Describe the plan for future competition for the goods or services.	The GEO will continue to evaluate its office and space needs with its partners in BGS and Procurement.

<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 – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

<b>PART V: APPROVALS</b>		
The signatures below indicate approval of this procurement request.		
Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Dan Burgess	Date: 6/27/2023

Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	6/28/2023