



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:		Maine State Prison		
Department Contract Administrator or Grant Coordinator:		Bob Walden		
(If applicable) Department Reference #:		NA		
Amount: (Contract/Amendment/Grant)		\$17,625.00	Advantage CT / RQS #:	20250529000000001807
CONTRACT	Proposed Start Date:	2/1/2025	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:		CraftMaster Hardware PO Box 779240 Chicago, IL 60677		
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
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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.

These specialty locks were ordered from CraftMaster Hardware specifically for Prison Use for the SMU lock project. Life safety replacement equipment in the form of cell locks that were originally 35 years old and required replacement parts. Custom-made parts that are not stock items.

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

CraftMaster is the only known vendor to manufacture these goods.

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

The selected vendor provided the specialty items at a price that was fair and reasonable, considering market rates for these products are hard to estimate since these are specialty ordered manufactured goods.

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

The Department will continue to follow procurement processes for future purchases.

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


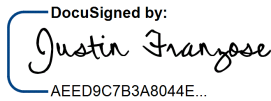
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	 74A20E43E4BA469...		
Typed Name:	Scott Goulette	Date:	6/2/2025
Signature of DAFS Procurement Official:	 AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	6/4/2025

Certificate Of Completion

Envelope Id: 0EFBC84D-4715-4EED-9C17-6ECDE21F1282	Status: Completed
Subject: Complete with Docusign: Craft Master PJF 2nd Round_.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Marci L. Blakely
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Marci.L.Blakely@maine.gov
	IP Address: 198.182.163.117

Record Tracking

Status: Original	Holder: Marci L. Blakely	Location: DocuSign
6/2/2025 11:43:23 AM	Marci.L.Blakely@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

Signer Events

Signature	Timestamp
Scott Goulette Scott.Goulette@maine.gov Financial Analyst State of Maine Security Level: Email, Account Authentication (None)	Sent: 6/2/2025 11:44:00 AM Viewed: 6/2/2025 11:47:43 AM Signed: 6/2/2025 11:49:54 AM Freeform Signing
Signature Adoption: Pre-selected Style Using IP Address: 198.182.163.115	

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	6/2/2025 11:44:00 AM
Certified Delivered	6/2/2025 11:47:43 AM
Signing Complete	6/2/2025 11:49:54 AM
Completed	6/2/2025 11:49:54 AM

Payment Events

Status	Timestamps
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