



## 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:	DHHS Riverview Psychiatric Center		
Department Contract Administrator or Grant Coordinator:	Shawn Belanger / Nicole Mitchell		
(If applicable) Department Reference #:	RPC-25-054		
Amount: (Contract/Amendment/Grant)	\$71,100.67	Advantage CT / RQS #:	CT 10A 202505200000RPC25054
CONTRACT	Proposed Start Date:	6/1/2025	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:	Minuteman Security Technologies Chicago, IL		
Brief Description of Goods/Services/Grant:	Access Control System Upgrade		

### 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 current scope of work is replacing a portion of the existing Access Control System (ACS). To date the Access Control System has been comprised of two separate systems, one previously installed by Capital Computers and the other was installed by Minuteman Security. The current scope will replace the Capital Computers system with new Minuteman installed components that will interface seamlessly with the existing ACS. Should issues arise with the ACS RPC will no longer have to manage multiple vendors which historically resulted in component interface challenges and work-arounds. Moving forward the entire Access Control System will be comprised of Minuteman Security installed and warrantied components

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

Minuteman Security Technologies is the selected vendor as it installed a majority of the existing system (Ref BGS Project 3305). The portion of the ACS that minuteman is currently installing will result in a seamless connectivity / interface of components within the entire ACS framework and will bring the management of the system under the control of a single vendor.

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

Minuteman has quoted the current scope of work based upon two scenarios, one calls for refurbishment of existing cameras / components (\$66,171.44) and the other scenario supporting all new components (\$71,100.67). The decision has been made by RPC management to use all new components for greater camera clarity / resolution and more compatibility between system components. The price of new components (\$71,101.67) is 7% higher than refurbishment of existing components (66,171.44). The entire ACS was originally contracted via BGS Project 3305 at a cost of \$1,956,385.00). The current replacement scope (\$71,100.67) is 3.6% of the original total ACS cost. Based upon these factors the current price of \$71,100.67 is deemed reasonable.

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

As the entire ACS will be compromised of Minuteman components and installation future ACS work will be conducted through Minuteman Security for warranty and interconnectivity purposes. The Department does not intend to competitively procure for this service.

### 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.

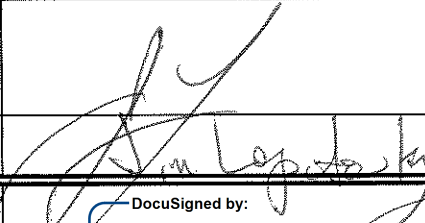
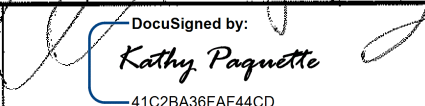
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*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):			
Typed Name:		Date:	22-May-25
Signature of DAFS Procurement Official:	 <small>DocuSigned by:</small> <b>Kathy Paquette</b> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/9/2025