



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 Judicial Branch - Marshals		
Department Contract Administrator or Grant Coordinator:		Ted Ross		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 21,068.70	Advantage CT / RQS #:	20250625*2000
CONTRACT	Proposed Start Date:	6/23/2025	Proposed End Date:	6/23/2025
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:		USIQ Inc., Northbrook, IL		
Brief Description of Goods/Services/Grant:		Ballistic Shields for the Judicial Marshals		

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 Judicial Marshals identified a shortcoming in their emergency response preparedness in the absence of protective Ballistic Shields not being available to the Marshal staff. This shortcoming was identified as an immediate need to be solved through the purchase of a minimum 30 units to provide at least two shields for each Judicial Branch location.

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

The Marshals struggled to find a product and vendor who had provided a similar service for law enforcement personnel. It was decided to utilize USIQ, a GSA vendor who provides a quality product that law enforcement have utilized in life threatening situations across the country. Utilizing a GSA vendor allowed for higher confidence in the competitive price and the quality of the product.

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

Rates were well within the market research conducted on ballistic shields available to law enforcement. The rate provided to the Judicial Branch also matched that provided on the Federal GSA level.

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

In the future the Judicial Marshals will make sure to utilize the three quote system for purchases over \$5,000.00.

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.


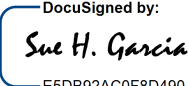
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	 755F066F9C634D0...		
Typed Name:	Connor Smith	Date:	6/25/2025
Signature of DAFS Procurement Official:	 E5DB92AC0F8D490...		
Typed Name:	Sue H. Garcia	Date:	6/26/2025