



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)	\$ 25,184.52	Advantage CT / RQS #:	20250625*1994
CONTRACT	Proposed Start Date:	6/1/2025	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:		Witmer Public Safety Group, Inc., Coatesville, PA	
Brief Description of Goods/Services/Grant:		Smith & Wesson Semi-Automatic Rifles w/ magazines.	

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 Marshals have identified a need for fire-arms above the standard issued hand-guns currently provided to on-duty Marshals. The decision was made to purchase 30 rifles to be stored in safes at court locations around the State so that they are available should the need ever arise.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Witmer Public Safety Group was chosen because they currently hold the Master Agreement with the State for security forces fire-arms. Upon contacting them it was realized that the necessary fire-arms were not available via the master agreement, but were available via Witmer Public Safety Group. The speed in which these fire-arms were required necessitated utilizing a supplier who already held a vendor code and familiarity with servicing goods to the Judicial Branch Marshals.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Rates are inline with expected prices and are within the equivalent range of goods provided through the Master Agreement won by Witmer Public Safety Group.
4. Describe the plan for future competition for the goods or services.	Neither these goods nor their equivalent are covered under the existing Master Agreement with Witmer Public Safety Group. The MJB will work with DAFS to make sure these are included in future renewals or RFPs for these goods.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0...		
Typed Name:	Connor Smith	Date:	6/25/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sue H. Garcia</i> E5DB92AC0F8D490...		
Typed Name:	Sue H. Garcia	Date:	6/26/2025