



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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:		Judicial Branch - Facilities		
Department Contract Administrator or Grant Coordinator:		Charles St. Pierre		
(If applicable) Department Reference #:		VS0000011216		
Amount: (Contract/Amendment/Grant)		\$ 744.03	Advantage CT / RQS #:	20230706*0029
CONTRACT	Proposed Start Date:	<b>5/22/2023</b>	Proposed End Date:	6/12/2023
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:		Maine Real Estate Management		
Brief Description of Goods/Services/Grant:		Materials purchased for the Capital Judicial Center with 10% markup		

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.

Maine Real Estate Management performs Building Management services at the Capital Judicial Center. To maintain operations at the CJC the building manager can purchase materials for the courthouse which is then invoiced to the Judicial Branch at cost plus 10%.

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

The vendor is under contract with the Judicial Branch to provide the CJC's building management services. This contract was created under RFP#201809181. The verbiage concerning the 10% markup on materials purchased was omitted from the contract.

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

The 10% markup on purchased materials is a property management standard.

[Click or tap here to enter text.](#)

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

The current contract will be amended to include materials purchase for use at the Capital Judicial Center and MREM will invoice MJB at cost plus 10%.

[Click or tap here to enter text.](#)

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):

DocuSigned by:  
*Charles St. Pierre*  
B18F5B0692E04D5...

Typed Name: Charles St. Pierre

Date: 7/7/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Amy Quinlan*  
5D94E9ECCB05421...

DocuSigned by:  
*William J.E. Allen*  
2D5B6E39F57E44A...

Typed Name: Amy Quinlan William J.E. Allen

Date: 7/7/2023  
7/13/2023