



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:		Department of Administrative and Financial Services, Maine Revenue Services and Office of Information Technology	
Department Contract Administrator or Grant Coordinator:		Lyndon R. Hamm	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 222,391.00	Advantage CT / RQS #:	CT 18F 20160802000000000393
CONTRACT	Proposed Start Date:	8/1/2023	Proposed End Date: 7/31/2025
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:		Lawson Property Services, Inc. 323 State Street, Suite 3 Augusta, ME 04330	
Brief Description of Goods/Services/Grant:		Building maintenance for leased space at 51 and 45 Commerce Drive	

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.

Facility maintenance, improvements, and physical security enhancements are ongoing to support the business initiatives of MRS and OIT.

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

Lawson Property Services is the building management service for the landlord of 51 Commerce Drive, and is therefore experienced with the operation and construction of the property. Lawson also provides facility management for other State office spaces located at Commerce Drive. As the property owner's management service, Lawson has building and property records readily available, enabling them to respond quickly to research departmental needs.

Because the landlord owns the facility being leased by the State, the State must work through the landlord's selected management service, Lawson Property Services.

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

The contract stipulates quote bids for services over \$5,000. The contract administrator periodically consults with the Bureau of General Services, Division of Leased Spaces, to compare service delivery costs. The negotiated rates are deemed fair and reasonable.

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

The contract administrator shall monitor work delivery, performance, and the cost of Lawson Property Services. The contract administrator periodically consults with the Bureau of General Services, Division of Leased Spaces, to compare service delivery costs. If project costs are not reasonable, in the judgment of BGS, the Department shall pursue other service delivery means.

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


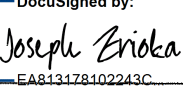
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Jenny Boyden Associate Commissioner	Date:	7-10-23
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	7/19/2023