



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 Marshal Office	
Department Contract Administrator or Grant Coordinator:		Ted Ross - Marshal	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant):	\$ 9,000.00	Advantage CT / RQS #:	20230725*0165
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
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:		RJ Goan and Associates, 7 Estate Drive, Gorham, Maine 04038	
Brief Description of Goods/Services/Grant:		Polygraph Examinations for new prospective hires within the Judicial Marshal Office	

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.	RJ Goan Assoc. provides polygraph examination(s) as part of the hiring process for new prospective hires as Marshals due to being a sworn law enforcement position. Exams are also given for those civilian employees who work as court attendants under the Marshal Office.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor provides the Marshal Office a service by conducting polygraph examinations for positions throughout the State. This is a significant benefit in that testing is statewide capable versus regional, requiring travel of applicants (not timely nor efficient). The company has been used by the Marshal Office for the last 3+ years, subsequent to the decision being made to require polygraph examinations as part of the selection and hiring process. This PJF is reflective of anticipated tests for fiscal year 2024 and corresponds with the service contract prepared.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The Marshal Office is invoiced at 450.00 per examination. The rate is fair and reasonable due to industry standards for the work performed.
4. Describe the plan for future competition for the goods or services.	With competition limited to specific vendors the Marshal Office will continue to maintain awareness of future options. It is unknown at this time what viable vendors will be available in the future.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPAMJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	Dennis Comiss
Date:	7/7/23

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Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	7/26/2023

NOI 0720230825 07/26/2023 - 08/01/2023