



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: | | State of Maine Judicial Branch/ Department of OIT | |
| Department Contract Administrator or Grant Coordinator: | | David Plourde | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 9562.41 | Advantage CT / RQS #: | 20240625*1836 |
| CONTRACT | Proposed Start Date: | 3/13/2024 | Proposed End Date: 7/25/2024 |
| 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: | | Pitney Bowes Inc., Po Box 981039, Boston MA 02298 | |
| Brief Description of Goods/Services/Grant: | | Postage Machine Lease | |

| 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.

Pitney Bowes provides postage machines throughout the statewide court locations. There is a lease agreement with Pitney Bowes for these machines.

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

Pitney Bowes has had Master Agreements for other state agencies and has provided the service that meets the needs of the Judicial Branch and the daily operations of the clerk's offices.

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

Pitney Bowes has kept charges reasonable with the industry standard.

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

The department is working on a request to have a buyer's purchase order in the amount of the lease until the lease is up. When the lease is up, the department will follow the correct procurement procedures to go out to bid and get an appropriate contract.

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:
Connor Smith
755F068F9C634D0...

6/25/2024

Typed Name:

Connor Smith

Date:

Signature of DAFS
Procurement Official:

DocuSigned by:
Nancy Tan
7AA9094BA0244AB...

| | | | |
|--------------------|--|--------------|----------|
| Typed Name: | Nancy Tan Deputy Director of IT Procurement | Date: | 7/3/2024 |
|--------------------|--|--------------|----------|