



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)	\$5,998.80	Advantage CT / RQS #:	20250625*1998
CONTRACT	Proposed Start Date:	6/24/2025	Proposed End Date: 6/24/2025
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:		SZY Holdings LLC. DBA MediTac, Brooklyn, NY	
Brief Description of Goods/Services/Grant:		Emergency Trauma Kits for the Judicial Marshals	

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 Judicial Marshals felt an immediate need to provide Court locations throughout the State with Emergency Response trauma kits should life threatening injuries ever befall a member of the court or public at a location they are responsible for. These response kits provide all of the necessary equipment that would be necessary in an emergency for life saving care while waiting for EMS units to arrive.

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

Vendor was initially approached for a smaller order while researching potential avenues for purchase (under \$5,000), but upon receiving notice that purchase of 30 units would provide a significant discount (over 20% per unit) a decision was made to purchase a total of 30 units.

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

The cost per unit were below expectations based on medical equipment previously purchased by the Judicial Marshals in preparation for emergency situations.

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

Moving forward the three quote process will be utilized for purchases over \$5,000.00.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

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:	Signed by: Sterling Doiron 4C537C52B586437...		
Typed Name:	Sterling Doiron	Date:	7/16/2025

Certificate Of Completion

Envelope Id: 3D9A152F-3040-4509-B806-2E192FF5C369

Status: Completed

Subject: Complete with Docusign: Procurement Justification Form (PJF)_Meditac.pdf

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

07/16/2025 | 09:40

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Sterling Doiron

Signed by:
Sterling Doiron

Sent: 07/16/2025 | 09:40

Sterling.Doiron@maine.gov

4C537C52B586437...

Viewed: 07/16/2025 | 09:41

Security Level: Email, Account Authentication
(None)

Signed: 07/16/2025 | 09:41

Freeform Signing

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

07/16/2025 | 09:40

Certified Delivered

Security Checked

07/16/2025 | 09:41

Signing Complete

Security Checked

07/16/2025 | 09:41

Completed

Security Checked

07/16/2025 | 09:41

Payment Events

Status

Timestamps