



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)	\$ 12,072.50	Advantage CT / RQS #:	20250625*1997
CONTRACT	Proposed Start Date:	6/1/2025	Proposed End Date: 6/22/2025
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:		DCF Investigative Services, LLC., Auburn, NH	
Brief Description of Goods/Services/Grant:		Nightsticks and holders 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 Marshals have identified a need for new Nightstick/flashlights. The decision was made to purchase nightsticks that have the option of being recharged rather than requiring regular purchasing of external batteries.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	DCF Investigative Services was chosen because they currently hold the Master Agreement with the State for security force auxiliary equipment. Upon communicating the need for nightsticks to DCF, the cheaper nightsticks with rechargeable batteries were identified as the preferable option.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The rates for the nightsticks are below the per unit cost of the nightstick offered in the Master Agreement with DCF Investigative Services. This cost effective option also has the option of being rechargeable, saving future resources.
4. Describe the plan for future competition for the goods or services.	Neither these goods nor their equivalent are covered under the existing Master Agreement with DCF Investigative Services. The MJB will work with DAFS to make sure these are included in future renewals or RFPs for these goods.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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: 2E8FAB5E-00AB-466E-BF89-10728099A99A	Status: Completed
Subject: Complete with Docusign: Procurement Justification Form (PJF)_DCF Investigative Services (002).pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sterling Doiron
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	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 10:11	Sterling.Doiron@maine.gov	

Signer Events

Sterling Doiron
 Sterling.Doiron@maine.gov
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 Sterling Doiron
4C537C52B586437...

Signature Adoption: Pre-selected Style
 Using IP Address: 71.169.188.88

Timestamp

Sent: 07/16/2025 | 10:11
 Viewed: 07/16/2025 | 10:11
 Signed: 07/16/2025 | 10:11
 Freeform Signing

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 10:11
Certified Delivered	Security Checked	07/16/2025 10:11
Signing Complete	Security Checked	07/16/2025 10:11
Completed	Security Checked	07/16/2025 10:11

Payment Events

Status

Timestamps