



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:		MJB OIT		
Department Contract Administrator or Grant Coordinator:		David Plourde		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 15708.00	Advantage CT / RQS #:	20260714*0073
CONTRACT	Proposed Start Date:	7/6/2026	Proposed End Date:	7/6/27
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:		Screenly, Inc. 16192 Coastal Highway Lewes, Delaware 19958		
Brief Description of Goods/Services/Grant:		This is automated screen handling service for courts.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. University Cooperative Project	☐	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 screen service provided by the vendor allows courts to dynamically update all public facing screens statewide.

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

Changing the service to a different vendor includes a significant project as hardware and software would need to be changed at every court location statewide.

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

The vendor was part of an original bid process to acquire them for our services. They were the lowest at the time. They are still comparable to other vendors.

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

Courts will continue to monitor the service costs and plan to move to different vendor if needed in the future.

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:
Thomas Hild
412CA341445E444...

Typed Name:

Thomas Hild

Date:

7/14/2026

Signature of DAFS
Procurement Official:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

7/15/2026

Certificate Of Completion

Envelope Id: EB91E07A-C85A-84F9-8076-1E24E4AEB82C

Status: Completed

Subject: Complete with Docusign: Procurement Justification Form (PJF) screenly 2026.docx

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

David Plourde

AutoNav: Enabled

1 Court Street

Envelopeld Stamping: Enabled

nil

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

Augusta, ME 04364

david.j.plourde@courts.maine.gov

IP Address: 74.78.172.111

Record Tracking

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Holder: David Plourde

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david.j.plourde@courts.maine.gov

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Signer Events

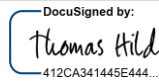
Thomas Hild

thomas.hild@courts.maine.gov

Chief of Finance & Administration

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

412CA341445E444...

Signature Adoption: Pre-selected Style
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2603:7081:37f0:7140:2c9b:37b1:bffd:2e7d

Timestamp

Sent: 7/14/2026 9:27:09 AM

Viewed: 7/14/2026 10:15:39 AM

Signed: 7/14/2026 10:16:03 AM

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

finance-ap@courts.maine.gov

finance-ap@courts.maine.gov

Security Level: Email, Account Authentication
(None)

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Electronic Record and Signature Disclosure:

Accepted: 7/13/2026 11:40:22 AM

ID: 28606244-8dcc-4678-b0b2-806c4c1cca92

Breanne Hodgetts

breanne.hodgetts@courts.maine.gov

Accounting Clerk I

Maine Judicial Branch

Security Level: Email, Account Authentication
(None)

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Electronic Record and Signature Disclosure:

Not Offered via Docusign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/14/2026 9:27:09 AM
Certified Delivered	Security Checked	7/14/2026 10:15:39 AM
Signing Complete	Security Checked	7/14/2026 10:16:03 AM
Completed	Security Checked	7/14/2026 10:16:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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From time to time, Maine Judicial Branch (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Maine Judicial Branch:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: christopher.oberg@courts.maine.gov

To advise Maine Judicial Branch of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at christopher.oberg@courts.maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Maine Judicial Branch

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to christopher.oberg@courts.maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Maine Judicial Branch

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to christopher.oberg@courts.maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Maine Judicial Branch as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Maine Judicial Branch during the course of your relationship with Maine Judicial Branch.