



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 \$10,000 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 Correctional Center	
Department Contract Administrator or Grant Coordinator:		Bill Sinclair	
(If applicable) Department Reference #:			
Agency Department Code:	03C	Advantage CT / RQS #:	20260717000000000125
Amount: (Contract/Amendment/Grant)		\$18,300	
CONTRACT	Proposed/Original Start Date:	7/20/2026	Proposed/Most Recent End Date: 12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Cx Associates Burlington, VT	
Brief Description of Goods/Services/Grant:		HVAC System Retrocommissioning	

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. Higher Education 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.

Retrocommissioning services are required for the air-cooled Multistack chiller and associated chilled-water system at Maine Correctional Center in Windham. Although the system was installed approximately one year ago and has only recently exited the warranty period, it has experienced persistent compressor lockouts, alarms, reductions in cooling capacity, and other recurring reliability issues. Previous repairs and troubleshooting have addressed individual failures but have not identified or corrected the underlying causes.

These failures create a significant operational risk because the facility operates continuously and incarcerated residents cannot be readily relocated during a cooling-system outage. Reliable operation is necessary to maintain safe and acceptable living conditions and to support the Department's obligation under [Title 34-A M.R.S. §3031](#), which provides facility residents the right to an acceptable level of sanitation, ventilation, and light. Retrocommissioning will independently evaluate the system's installation, controls, programming, and operation; identify the causes of recurring failures; establish current facility requirements; and recommend corrective actions to improve reliability and reduce the likelihood of future outages.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Cx Associates, LLC was selected without further competition due to the urgent need to diagnose and address the chiller system's recurring failures. Delaying the work to conduct a new competitive solicitation would prolong the risk of a cooling-system outage and adversely affect the Department's ability to maintain acceptable living conditions at Maine Correctional Center.

Cx Associates is included on the [BGS Professional Services Prequalification List](#) for commissioning services. BGS procedures permit agencies to select a prequalified professional without additional advertising or competitive selection when the services do not exceed \$50,000.

The Provider was also previously selected through a competitive process to perform HVAC commissioning services for BGS Project 3812. Through that work, Cx Associates has developed familiarity with Maine DOC's HVAC systems, agency personnel, facility operations, and security protocols. This existing knowledge substantially reduces orientation time and allows the Provider to begin the urgent retrocommissioning work more efficiently.

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

The negotiated not-to-exceed amount of \$18,300 is considered fair and reasonable based on the scope, complexity, and urgency of the required services. The amount includes development of the Current Facility Requirements, review of system documentation and Building Automation System

PART III: SUPPLEMENTAL INFORMATION

data, up to two full-day site visits, technical analysis, final reporting, and anticipated reimbursable expenses.

Services will be billed on a time-and-materials basis, meaning the Department will pay only for labor performed and authorized expenses actually incurred, rather than automatically paying the full contract amount.

Cx Associates' prior competitively awarded work for BGS Project 3812 and familiarity with Maine DOC systems and procedures will also reduce orientation time and unnecessary billable effort. Based on these factors, the Department determined that the negotiated cost is appropriate and reasonable for the services required.

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

This Contract addresses an immediate and limited need to diagnose recurring failures in the recently installed chiller system. The Department does not currently anticipate an ongoing need for these retrocommissioning services after the Provider completes the required investigation and final report. Any future planned commissioning or retrocommissioning services will be procured through an appropriate competitive process or by selecting a qualified firm from the Bureau of General Services' Professional Services Prequalification List in accordance with applicable procurement requirements. Any repairs, equipment replacements, or other corrective work recommended through this engagement will be separately evaluated and competitively procured when practicable.

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) or (026) – 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](#).

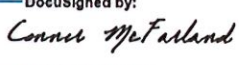
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

Procurement Justification Form (PJF)

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	7/17/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II.** The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Randall A. Liberty	Date:	07/19/26

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by:  7008796FB36A449...		
Typed Name:	Michael McNeil	Date:	7/28/2026

NOI 0720260556 7/28-8/3