

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

Department Office/Division/Program:		AOC/Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Gwen DeCicco	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 183,424.51	Advantage CT / RQS #:	RQS40A20200810*0181
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Creative Office Pavilion, 141 Middle ST, Portland, Me 04101 VC1000018685	
Brief Description of Goods/Services/Grant:		Plexiglass barriers installed in Clerks offices to protect against Covid exposure	

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
x	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization


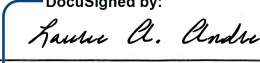
Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

To help prevent the spread of the Covid19, the Judicial Branch purchased plexiglass barriers that attach to the top of the COP work stations in all Clerks offices throughout the State. These barriers add an additional twenty inches of height to the current workstation panels thereby giving the staff members more protection when sitting within six feet of each other.

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<b>2. Provide a brief justification for the selected vendor to supplement the response in Part II.</b>
Creative Office Pavilion (COP) supplies the Judicial Branch with all of its workstations, they were chosen to supply the additional panels because their product bolts right onto their existing panels without any need for modifications to the existing work stations and because of their ability to travel throughout the State to install in a timely manner.
<b>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</b>
COP panels and installation costs were the same or lower than other vendors prices (WB Mason, Amazon, Staples, Mergeworks, etc) but the other vendors required modifications or changes to the current workstations and although they could ship their product to the various locations, install was left up to the Judicial Branch and therefore not cost effective.
<b>4. Describe the plan for future competition for the goods or services.</b>
Due to the emergency nature of the current Covid19 pandemic, time was of the essence to provide the Judicial Branch employees a safe and secure workplace. We don't foresee the need for a purchase like this in the future.

<b>Signature of requesting Department's Commissioner (or designee):</b>			
<i>By signing below, I signify that I approve of this procurement request.</i>			
<b>Printed Name:</b>	Curt J Lefebvre	<b>Date:</b>	8-11-20
<b>Signature of DAFS Procurement Official:</b>			
<small>DocuSigned by:</small> 			
<b>Printed Name:</b>	<small>81084A22906E4FB</small> Laurie A. Andre	<b>Date:</b>	8/12/2020