



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.

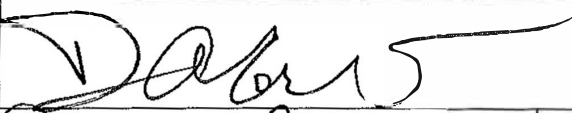
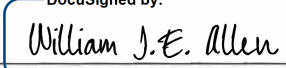
Table with procurement details: Department Office/Division/Program: Judicial Marshal Office; Department Contract Administrator or Grant Coordinator: Ted Ross - Marshal; (If applicable) Department Reference #: ; Amount: 14,913.50; Advantage CT / RQS #: 20220802\*0167; CONTRACT Proposed Start Date: 8/15/2022, Proposed End Date: 9/15/2022; AMENDMENT Original Start Date, Previous End Date, Effective Date, New End Date; GRANT Project Start Date, Project End Date, Grant Start Date, Grant End Date; Vendor/Provider/Grantee Name, City, State: Cincinnati Time of Maine, 79A Bradley Drive, Westbrook, Maine 04092; Brief Description of Goods/Services/Grant: Install 5 Card Readers and associated hardware - Fort Kent DC

Check the box below for the justification(s) that applies to this request. (Check all that apply.)
A. Competitive Process
B. Amendment
C. Single Source/Unique Vendor
D. Proprietary/Copyright/Patents
E. Emergency
F. University Cooperative Project
G. Grant
H. State Statute/Agency Directed
I. Federal Agency Directed
J. Willing and Qualified
K. Client Choice
L. Other Authorization

Please respond to ALL of the questions in the following sections.

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
Currently there are 5 doors at the Fort Kent Court that do not have security enhanced card readers (requires related hardware). Acquiring this will significantly enhance security capability and operations for all Judicial Branch employees within the courthouse.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
This vendor is servicing the current system and all systems throughout the State as well as security related installations. The vendor was originally selected as a sole source vendor due to lack of competition to service the State.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
These rates are fair and reasonable due to a quote being provided (attached) which is an industry standard we see typically when requesting quotes for similar items and installation. Funding was/is utilized through current budget monies reallocated.
4. Describe the plan for future competition for the goods or services.
With competition limited to vendors many miles away and the inability to provide statewide service, it is unknown at this time what viable vendors will be available in the future.

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dennis Corliss	Date:	7/26/22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	william J.E. Allen	Date:	8/4/2022

