

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:		Corrections – Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:		Karen Yeaton, Deputy Warden		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 9,800	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	8/5/2022	Proposed End Date:	10/1/2022
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:		R.B.Allen Cp., Inc P.O. Box 770 131 Lafayette Road No. Hampton, NH 03862		
Brief Description of Goods/Services/Grant:		Emergency fire alarm system repairs at Southern Maine Women's Reentry Center		

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 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 checked="" 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.

Emergency services needed for replacement of 48 EST brand smoke/CO combination heads for the fire alarm system at the Southern Maine Reentry Center. These combo heads are at life expectancy of 6 years and beginning to fail on the CO detection side.

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

Vendor is currently the only EST certified vendor that has any combo heads in stock and can get them with little to no lead time. This fire panel is proprietary, and the smoke/CO heads must be compatible with the existing equipment/system and are available from only one manufacturer. Change of brands or manufacturers would compromise the continuity and integrity of this life safety system.

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

Funds will come from MCC's all other budget. No negotiating took place as this turned into an emergency need.

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

If non-emergent several vendors (if available) will be called to receive estimates.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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: <i>Randall Liberty, Commissioner</i> ED1ED604583D491...		8/10/2022
Typed Name:	Randall Liberty, Commissioner	Date:	8/10/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A... William J.E. Allen		
Typed Name:		Date:	8/16/2022

NOI 0820220813 08/16/2022 - 08/22/2022