



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:		Judicial Branch/Facilities		
Department Contract Administrator or Grant Coordinator:		Jeremy Gray		
(If applicable) Department Reference #:		File storage services		
Amount: (Contract/Amendment/Grant)	\$11,912.53	Advantage CT / RQS #:	20230711*0053	
CONTRACT	Proposed Start Date:	5/1/2023	Proposed End Date:	7/31/2023
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:		Bisson, 85 Eisenhower Drive, Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:		File storage services for Cumberland County SC, Portland DC and Waterville DC.		

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 checked="" 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 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.

Existing buildings and State Archives do not have the capacity for paper court files. A 3rd party vendor was hired to provide file storage services.

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 knowledgeable and experienced with the needs of the courthouses served. They are able to meet the expectations of the staff with regards to file management (add, retrieve, handle, store) such that courthouse operations are allowed to proceed uninterrupted.

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

The procurement threshold being reached, we will follow the procurement process for the following years as we anticipate the spend will be at this level of higher.

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

Bisson Transportation's Master Agreement (MA 18P 19082800000000000037) for moving and storage services will be revised to include rates appropriate for the materials and services the MJB is purchasing. The current MA rates are for furniture, not files. Future procurements will be made from the updated MA.

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

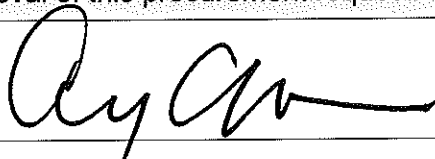
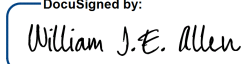
Does this request utilize ARPA/MJRP funds?

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):		
Typed Name:	Amy Quinlan	Date: 7/11/2023
Signature of DAFS Procurement Official:	DocuSigned by: 	
Typed Name:	William J.E. Allen	Date: 8/3/2023

NOI 0820230845 08/03/2023 - 08/09/2023