



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:		Maine Judicial Department/ Court Operations	
Department Contract Administrator or Grant Coordinator:		Natasha Jensen	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 1845.15	Advantage CT / RQS #:	20230817*0285
CONTRACT	Proposed Start Date:	5/16/2023	Proposed End Date: 6/30/2023
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:		Snowman Printing 1 Printers Drive, Hermon, ME 04401	
Brief Description of Goods/Services/Grant:		Printing supplies, Self-Inking stamps, File Decals	

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
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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.

The courts have used Snowman printing for self-inking stamps, labels for files, and other items. The courts need these items to complete their daily tasks. With staff changes the new clerks need the self-inking stamps throughout the clerk's office for stamping on forms, orders, another other documents. Labels for the files should be looked at under the master agreement for printing services.

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

We currently have a master agreement for quarterly court forms under Snowman Printing as well as another master agreement for envelopes and printing. All our master agreements have expired and are in the process of getting renewed. The courts have used Snowman for many of its printing needs. The self-inking stamps that are customized are not offered under any of our other master agreements and are not provided by other vendors.

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

Snowman Printing has agreed to the terms in the master agreement for printing services.

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

In FY2023 the courts have gone over the \$5000 threshold for supplies with this vendor. With staffing changes and procedure changes it has been noticed that many items were not charged to the master agreements. We will further instruct the master agreements to be used when ordering from the vendor. The department will also look into utilizing the agency purchase order process for self-inking stamps going forward.

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:
Barbara Cardone
0C1C795210D9463

8/22/2023

Procurement Justification Form (PJF)

Typed Name:	Barbara Cardone	Date:	8/22/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	8/23/2023