



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:	Office of Court Facilities, Judicial Branch		
Department Contract Administrator or Grant Coordinator:	Dylan Hanscom, Facilities Engineer		
(If applicable) Department Reference #:	Emergency Wayfinding Services at the Cumberland County Courthouse		
Amount: (Contract/Amendment/Grant)	\$ 10,650	Advantage CT / RQS #:	20220912*0766
CONTRACT	Proposed Start Date:	6/1/2022	Proposed End Date: 5/31/2023
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:	Institute for Human Centered Design, Inc 560 Harrison Ave, Unit 401 Boston, MA 02118		
Brief Description of Goods/Services/Grant:	Emergency service for prep, travel, onsite meetings, and surveys for an inclusive wayfinding analysis of the Cumberland County Courthouse, Portland Maine.		

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 checked="" type="checkbox"/>	E. Emergency	<input checked="" type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization


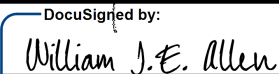
Please respond to ALL of the questions in the following sections.

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.	
	<p>The Cumberland County Courthouse is a challenging building to navigate whether a member of the public or staff (MJB/County). The building serves many users and the single-entry point fails to effectively identify where individuals need to go. Most often, this results in the staff (Marshals mainly) being distracted from their job to offer directions. Cumberland County and the MJB partnered to pursue a wayfinding study for the entire building and will use the output to update signage within the building for more effective navigation.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
	<p>Institute for Human Centered Design was recommended by Alpha One who has done work addressing accessibility barriers previously for the MJB and the County. Both the MJB and the County jointly vetted their credentials and negotiated a price for wayfinding services. The MJB and the County also agreed on a 60/40 cost-sharing plan for this shared space.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
	<p>Institute for Human Centered Design was the only vendor solicited who quoted the wayfinding service after an exhaustive search in-state. This service is highly specialized and partnering with the County allowed this activity to continue at a 40% discount. It would have been cost-prohibitive to proceed without their participation.</p>
4. Describe the plan for future competition for the goods or services.	
	<p>This service is an isolated event to address signage at the Cumberland County Courthouse into the future. The signage replacements will be prepared by a 3rd party and purchased following applicable procurement guidelines.</p>

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

PART V: APPROVALS	
The signatures below indicate approval of this procurement request.	

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Amy Quinlan	Date:	9/13/22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	205B6E39F57E44A... William J.E. Allen	Date:	9/26/2022

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