



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/Long Creek Youth Development Center	
Department Contract Administrator or Grant Coordinator:		Aaron Beaulieu	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$5,485.50	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	8/20/2022	Proposed End Date: 10-14-2022
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:		Eaton Corporation	
Brief Description of Goods/Services/Grant:		Repaired UPS that runs the Server room. New capacitors and batteries.	

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.	The UPS that keeps constant power to the cameras and door access throughout the facility would all be lost and with the occurrence of a power drop, loss, or momentary gap. This machine holds a constant charge, so there is no interruption in power, as the generator system powers up.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Eaton Corporation is the original installer of this Uninterrupted Power Supply (UPS) and are uniquely qualified to troubleshoot and repair their proprietary equipment.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This was an emergency fix. At any time, we could have had power issues, and would have to open up every door manually with emergency keys which would critically impact the facility's ability to respond to security emergencies. Eaton was available, willing, and qualified to do the necessary repairs, in a timely fashion. Their rates were sent to us prior to them being brought on board.
4. Describe the plan for future competition for the goods or services.	These machines are workhorses. They have been running for 22 years without a glitch, other than regular battery changes every four years. When this machine has mechanical issues it is usually a sudden and emergent problem. It is a time sensitive problem, and nothing that an additional preventative maintenance program could fix. Future UPS systems will be procured through competitive means.

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:	Randall Liberty	Date:	09/16/22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	9/29/2022

NOI 0920220979 09/30/2022 - 10/06/2022