



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:		Charles St. Pierre		
(If applicable) Department Reference #:		40A		
Amount: (Contract/Amendment/Grant)		\$ 47,592	Advantage CT / RQS #:	20230825*0329
CONTRACT	Proposed Start Date:	10/1/2022	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:		Dirigo Management Company, Portland Me.		
Brief Description of Goods/Services/Grant:		Jury Validated Parking for the CCCH		

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.

Trial by jury is a fundamental right guaranteed by the U.S. and Maine Constitutions. And as such parking is paid for by the MJB when juries are selected. Due to the ongoing changes in procurement payments for this vendor have not been paid. And are now being paid through this PJF.

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

Dirigo Management Company is the only parking vendor within a reasonable walking distance from the Cumberland County Courthouse. As such "Single Source" was selected.

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

With the procurement threshold being reached, we will follow the procurement process for the following years since we know it will at this level or higher.

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

Future unanticipated building repairs will be bid out in an RFP with a "Not to Exceed" amount.

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


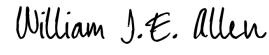
Does this request utilize ARPA/MJRP funds?

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):	<small>DocuSigned by:</small>  <small>0C1C795210D9463</small>		
Typed Name:	Barbara Cardone	Date:	8/30/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D6B9E30F67E44A...</small>		
Typed Name:	William J.E. Allen	Date:	9/8/2023

NOI 0920230986 09/08/2023 - 09/14/2023