



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	
Department Contract Administrator or Grant Coordinator:		Barbara Cardone	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8558.00	Advantage CT / RQS #:	20230822*0313
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 7/19/2023
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:		Curry Printing 10 City Center Portland, ME 04101	
Brief Description of Goods/Services/Grant:		Printing of legal brochures and information guides	

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.

The court locations provide information guides to customers who are looking to get more information on or may be filing paperwork for protection from abuse/harassment cases. Customers are required to educate themselves before filing such paperwork to prevent employees from giving out legal advice. These booklets give all the information needed to file these documents to the court. Jury service brochures are also necessary for people who are going to serve on a jury to know the information and the details of what this service entails. The courts have been ordering these legal documents on an as needed basis. Frequently the guides need updating so the courts do not order these in bulk. There is also limited space in clerk's offices to store these items.

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

The court location has been using the vendor Curry Printing Services for many years. This company has the templates to print these legal publications and brochures that are necessary for information on certain court proceedings. Curry ships items to individual court locations which is helpful and convenient on the staff of the Judicial Branch.

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

Curry has reasonable costs and has been compared to other printing companies in the past. They have provided the clerks offices with the materials they need in order to assist the public.

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

In FY2024 the courts have gone over the \$5000 threshold for supplies with this vendor. With staffing changes and procedure changes it has been noticed that these legal printing items should go out to bid to get a contract in place. The department plans to do an RQS with information to submit to procurement services.

### 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.

**Procurement Justification Form (PJF)**

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Barbara Cardone</i> <small>0C1C795210D9463</small> 9/15/2023		
Typed Name:	Barbara Cardone	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	9/18/2023