



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 Marshal Office		
Department Contract Administrator or Grant Coordinator:		Ted Ross - Marshal		
(If applicable) Department Reference #:				
Amount: \$ 33,666.00		Advantage CT / RQS #: 20230907*0666		
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date:	8/31/2024
	Original Start Date:		Effective Date:	
AMENDMENT	Previous End Date:		New End Date:	
	Project Start Date:		Grant Start Date:	
GRANT	Project End Date:		Grant End Date:	
	Vendor/Provider/Grantee Name, City, State:		Seacoast Security, Inc. (Mailing address – PO Box A, West Rockport, ME 04865) physical address – 290 West St. West Rockport, ME 04865	
Brief Description of Goods/Services/Grant:		Provides necessary maintenance, service and monitoring of all related security alarm equipment as well as duress button services in identified court locations within the Judicial Branch (courts) across the State of 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 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 Judicial Branch currently has in place an alarm system for duress, intrusion and fire etc. in designated court locations within the State of Maine. This system was installed, maintained and has been monitored by Seacoast Security. The vendor was originally selected by competitive bid and has maintained the systems accordingly for an extended period of years. It continues to be the sole source for said services at the identified locations.

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

Seacoast Security provides the above-mentioned function for the Judicial branch under oversight by the Office of Judicial Marshals, being the only provider able to adequately and properly provide said services.

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

Seacoast Security took over ownership and subsequently responsibility from the prior vendor. The Judicial Branch has maintained this service since that point because they cannot only service, but also perform maintenance/inspection and monitoring of the systems in place. This Request of \$33,666.00 encompasses the following: maintenance/inspection service(s) \$4,032.00, monitoring service(s) \$14,634.00, (est.) repair service(s) \$15,000.00. This total illustrates the anticipated cost(s) of maintenance/inspection and monitoring as broken down in the attachments included. The repair service is estimated and based on last year's work performed and an anticipated figure for the fiscal year (general repair = 7,431.71 + Lewiston Court repair due to accidental wire cutting of system \$5,794.00 = 13,225.71) with increase cost(s). Breakdowns are attached to this PJF as provided by Seacoast Security for.

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

The Judicial Branch Marshal Office intends to use the competitive processes for future needs

### 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: <i>Barbara Cardone</i> <small>0C1C795210D9463</small>		9/20/2023
	Typed Name:	Barbara Cardone	Date:
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> <small>EA813178102243C...</small>		9/28/2023
	Typed Name:	Joseph Zrioka Director of IT Procurement	Date: