



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:		Maine Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Natasha Jensen	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 41,108.92	Advantage CT / RQS #:	20230921*0486
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date: 12/31/2023
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:		Armstrong Family Industries-The Snowman Group Hermon, Maine	
Brief Description of Goods/Services/Grant:		Labels for Court File Folders-Open shelf filing	

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 need labels for the filings that will be happening in 2024. Each case type has a physical file, Criminal, Family Matter, Real Estate, Civil, VI, Juvenile, and other case types. The courts need the labels that they will apply to the file folders in their specific court locations.

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

Previously court operations put out a RFQ for services that are needed and received zero response. These folders must be ordered and delivered to each court location before 1/01/2024. This vendor can provide the courts with the specific detailed labels needed for each file and is also able to provide delivery service to each location individually.

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

This vendor has been the only vender that we have been able to find to provide the service we are requesting. The pricing and the service is reasonable and convenient.

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

The department will put out and RFQ for these services this upcoming year to see if we are able to get bids. The department is in hopes that the need will be decreasing as e-filing is planning on being rolled out at some point throughout the court locations.

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

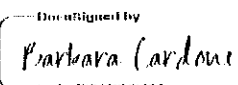
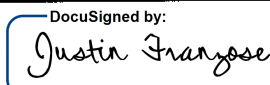
Does this request utilize ARPA/MJRP funds?

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):			Date:	9/22/2023
Typed Name:	Barbara Cardone	Date:		
Signature of DAFS Procurement Official:				

Typed Name:	Justin Franzose	Date:	9/28/2023
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