



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:		State of Maine Judicial Branch/ Office of Transcript Operations	
Department Contract Administrator or Grant Coordinator:		Barbara Cardone	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 32,000	Advantage CT / RQS #:	20230919*0795
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
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:		Atherton Electronic Technicians 19 Hawaii Lane Rochester, NH 03867	
Brief Description of Goods/Services/Grant:		Troubleshoot, resolve, and repair For the Record (FTR) digital recording software and programs, and related hardware/software components.	

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.

Per the Maine Rules of Court and Administrative Orders promulgated by the Chief Justice of the Supreme Court, court hearings are required to be electronically recorded to preserve the record for appeals to the Maine Supreme Court and to protect the rights of the parties. It is critical that the digital recording equipment and related hardware components be properly installed, serviced, and maintained, and that when problems arise, there be immediate access to specialized and highly skilled technicians. At this time, the vendor identified in this contract is the only vendor that we are aware of that understands both how the hardware and software work together to meet the demands of our courtrooms.

A technical services contract with the vendor will ensure the sophisticated electronic recording systems and the computers running the recording systems used by the courts function properly and in so doing will protect the access to justice rights of the parties.

The service contract provides court staff, located in courthouses across the state, the ability to routinely seek assistance from the vendor by phone, and when necessary, in person. If court staff knows they can freely use a technical resource, they are much more likely to take advantage of that resource. Doing so results in the proper upkeep of systems and ultimately reduces the frequency and severity of technical issues. Keeping technical equipment in a superior state of readiness is necessary for capturing a clear-sounding and accurately record; and ensures that the court can keep its tightly scheduled dockets moving smoothly.

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

The services the vendor will provide are unique, as are the needs of the Maine courts. The Maine Courts use a sophisticated software program-built for digitally electronically recording court proceedings known as For the Record (FTR). We are not aware of any other vendor that can provide these services never mind the fact that the services are required to be timely (so that the court's docket can proceed) and statewide.

AETechs has a detailed and extensive inventory of Maine's courtrooms and equipment; photos of each system, including location of the devices; knowledge of sound issues related to each courtroom; and knowledge and experience with the PA sound systems that complement the ER systems. They are uniquely qualified to troubleshoot problems over-the phone, and in person, given this knowledge as well as their knowledge of the capabilities and limitations of FTR. They are also willing to work within normal court hours, or outside of those hours, and have done, and will do, "whatever it takes" to get the job done to the satisfaction of the Maine Courts. At this time, the vendor identified in this contract is the only entity that meets this need.

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

**PART III: SUPPLEMENTAL INFORMATION**

There is one other vendor we are aware of that provides one-year service contracts for FTR systems, Electronic Dictation systems (EDS). They quoted a *price* of \$495 per device, but also told the Judicial Branch that they are not interested in servicing FTR units in Maine. AE Techs have quoted a unit price of \$320, a savings of \$175 per unit. With approximately 100 units statewide, the savings is almost \$17,500 annually.

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

In order to foster competition in the future, we will continue to submit RFQs when we purchase new FTR systems for the courts. Should we find that there are new contractors with the training and skills able to meet the needs of the courts, we will engage with them as appropriate.

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


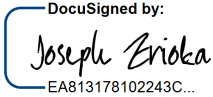
Does this request utilize ARPA/MJRP funds?

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):				9/19/2023
Typed Name:	Barbara Cardone	Date:		
Signature of DAFS Procurement Official:				
Typed Name:	Joseph Zrioka    Director of IT Procurement	Date:	9/28/2023	