



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine Judicial Branch - Marshalls		
Department Contract Administrator or Grant Coordinator:		Ted Ross		
(If applicable) Department Reference #:				
Agency Department Code:	40A	Advantage CT / RQS #:	20260908*0386	
Amount: (Contract/Amendment/Grant)		\$240,000.00		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	8/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Somerset County Sheriff Department, Somerset, ME		
Brief Description of Goods/Services/Grant:		Security Services		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 Judicial branch provides security through the Office of Judicial Marshals. Historically the Sheriff Office(s) for those counties provided security and through time that service has been transferred to the Judicial Marshals except for 2 counties (Lincoln and Somerset). The Judicial Branch has chosen to continue those relationships but once funding is provided to expand the Marshals, those services will be moved under the Office of Judicial Marshals with predominantly state employees augmented with part time, contracted law enforcement officers. These services were provided from January through August while ongoing contractual negotiations continued. A contract has been agreed upon and signed for September through December 31st of 2026, this payment is to cover the services provided while negotiations were ongoing.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

This service is only provided by Governmental Law enforcement agencies. The Sheriff's Office (somerset) is the law enforcement agency for this county.

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

The cost(s) and period of time(s) were negotiated with the county for services specific to the courthouse(s) of this County. An initial submission of cost(s) was not agreed upon and hence, the partial service and compensation period was agreed upon. Fair and reasonable was determined by comparing similar services the Judicial Branch provides in other Counties. As per the previous contract, a budget initiative was submitted to the Governor for increased funds to provide parity with the Marshalls working in other courthouses.

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

These services will continue to be provided by the local Sheriff's office until funding is allocated to expand the MJB Marshals to cover this courthouse.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Signed by:

412CA341445E444...

Typed Name:

Thomas Hild

Date:

9/8/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

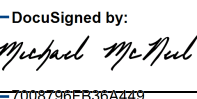
Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

DocuSigned by:

7008796FB36A449...

Typed Name:

Michael McNeil

Date:

9/15/2026

NOI 0920260672 9/15-9/21