

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

| | | | | | |
|---------------------------------------------------------|----------------------|-----------------------|--------------------|------------|--|
| Department Office/Division/Program: | | Maine Judicial Branch | | | |
| Department Contract Administrator or Grant Coordinator: | | Dennis Corliss | | | |
| (If applicable) Department Reference #: | | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 72,350 | Advantage CT / RQS #: | 20201020*457 | | |
| CONTRACT | Proposed Start Date: | 10/21/2020 | Proposed End Date: | 11/30/2020 | |
| 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: | | City of Biddeford | | | |
| Brief Description of Goods/Services/Grant: | | Permit | | | |

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

| | | | |
|----------|-----------------------------------|--|----------------------------------|
| | A. Competitive Process | | G. Grant |
| | B. Amendment | | H. State Statute/Agency Directed |
| X | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | J. Willing and Qualified |
| X | E. Emergency | | K. Client Choice |
| | F. University Cooperative Project | | L. Other Authorization |

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

This is a payment to the City of Biddeford to finalize a building permit request for the York Judicial Center project. The emergency is due to delays experienced in a recently settled appeal and the need to break ground before winter or risk additional costs due to delays in construction.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This is a city government function and cannot be acquired elsewhere. This is not a purchase.


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

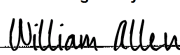
The City sets the rate. It is non-negotiable.

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

There is no plan. This is not a purchase. It is a permit issued by a city.

PART IV: APPROVALS

| | | | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|------------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| Printed Name: | JAMES T. GLESSNER | Date: | 10/20/2020 |
| Signature of DAFS Procurement Official: |  | | |
| Printed Name: | william Allen | Date: | 10/21/2020 |

DocuSigned by:

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