

**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: | | Department of Corrections as the Maine State Prison | | | |
| Department Contract Administrator or Grant Coordinator: | | Bob Walden | | | |
| (If applicable) Department Reference #: | | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 91,110 | Advantage CT / RQS #: | 03A 20211018*0419 | | |
| CONTRACT | Proposed Start Date: | November 1, 2021 | Proposed End Date: | April 30, 2022 | |
| 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: | | Milton CAT, Scarborough, Maine | | | |
| Brief Description of Goods/Services/Grant: | | Prison Generator System Switchgear Repair/Replacement | | | |

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 |
| | 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 |

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.

Emergency repair of the Maine State Prison's backup power generator system due to heavy damage created by a power surge and antiquated switchgear parts and control panels.

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

The Milton CAT corporation is the only known switchgear parts manufacturer and supplier.

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

The Department believes the quoted price is fair and reasonable.

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

The Maine State Prison remains committed to exploring competitive alternative products and services whenever possible, particularly with Maine based companies.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V

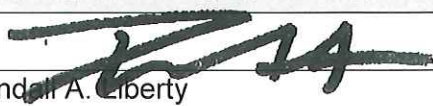
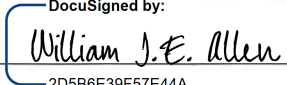
2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

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

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

| PART VI: APPROVALS | | | |
|--|---|--------------------|------------|
| Signature of requesting Department's Commissioner (or designee): | By signing below, I signify that I approve of this procurement request. | | |
| |  | | |
| Printed Name: | Randall A. Liberty | Date: | 10/22/2021 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| | Printed Name: | William J.E. Allen | Date: |

NOI 1020210862 10/28/2201 - 11/03/2021

