



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:		Office of Court Facilities, Judicial Branch		
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facility Engineer		
(If applicable) Department Reference #:		Cumberland County Courthouse – Public Access Computer Stations		
Amount: (Contract/Amendment/Grant)		\$ 5,791.17	Advantage CT / RQS #:	20221018*0545
CONTRACT	Proposed Start Date:	10/21/2022	Proposed End Date:	6/15/2023
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:		Creative Office Resources 141 Middle Street Portland, ME 04101		
Brief Description of Goods/Services/Grant:		In order to provide equal accommodations to the computers for public use at the Clerk's Office at the Cumberland County Courthouse, specialized ADA computer stations are needed to house the technology for the public to access.		

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 Judicial Branch is providing three (3) Public Access Computers "PAC's" and will need a way to properly secure access for public use. The PAC's will be located within view of the Clerk's Office Transaction Windows on a vacant wall. The computer stations that we are providing will allow the Courts the ability to safely secure Judicial Branch devices, monitors, and technology. Also, the computer stations comply with ADA standards to provide equal, fair, and confidential access for the Public. The desired locations of these PAC's are crucial to meet the Judicial Branch's operational needs.

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

The Provider holds the Master Agreement for Commodity Description: Modular, Open Concept & Stand-Alone Executive Furniture. The system furniture selected is from the manufacturer, Herman Miller, offered in the referenced MA by the Provider.

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

The negotiated costs include three (3) computer stations and the installation services and are fair and reasonable for providing a secure and specialized accessible design. The allocation of funds has been prepared to support the infrastructure needed to provide PAC's for the Public to use.

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

The future procurement plan will be to use the competitive bidding for services and commodities or to utilize the Master Agreement Holder.

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

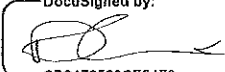

Does this request utilize ARPA/MJRP funds?

- 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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  C7C172528CE54E3		
Typed Name:	Dennis Corliss	Date:	10/17/2022
Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	10/26/2022