

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.

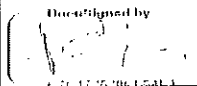
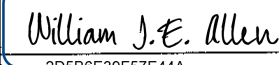
PART I: OVERVIEW				
Department Office/Division/Program:		Judicial Branch / Facilities		
Department Contract Administrator or Grant Coordinator:		Curt J Lefebvre		
(If applicable) Department Reference #:		Waldo Judicial Center, VFD drive replacement		
Amount: (Contract/Amendment/Grant)		\$ 6134.61	Advantage CT / RQS #:	20220927*0403
CONTRACT	Proposed Start Date:	9/20/2022	Proposed End Date:	9/23/2022
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:		Maine Real Estate Management		
Brief Description of Goods/Services/Grant:		Replaced the VFD drive and network board on supply pumps		

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 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 checked="" 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 Variable Frequency Drive (VFD) on pumps #7&8 failed, VFD was replaced along with the controlling network board. This drive allows heating and cooling water to flow through the system, without it, there is no hot or cold air in the Air Handling Unit (AHU)
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Maine Real Estate Management was the only vendor who could get there within 24 hours to replace the unit so the court could continue its business in a climate-controlled setting.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	A similar VFD drive was replaced at another courthouse in the last twelve months, the costs are similar
4. Describe the plan for future competition for the goods or services.	This was an emergency to restore heating / cooling to the courthouse, we can't plan to replace these drives with a competitive process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):			
Typed Name:	Dennis Corliss	Date:	9/21/2022
Signature of DAFS Procurement Official:			
Typed Name:	william J.E. Allen	Date:	10/28/2022

