



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:		Judicial Branch/Facilities		
Department Contract Administrator or Grant Coordinator:		Jeremy Gray		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 15813.32	Advantage CT / RQS #:	20230103*1799
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	12/1/2022	Effective Date:	12/1/2023
	Previous End Date:	11/30/2023	New End Date:	4/1/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maine Real Estate Management LLC		
Brief Description of Goods/Services/Grant:		Building Management		

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 utilizes building management services for a number of our facilities in order to supplement a limited number of facility engineers. Building Management services track vendors under contract, inspect the buildings and are responsible for keeping the facilities department up to date on the situation of their individual buildings.

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

The Judicial Branch is amending the contract for extension with a vendor who has successfully provided these services for the duration of the initial contract. The successful provision of services over previous years has made the Facilities Engineers confident they will continue to provide satisfactory services until we are able to put the work out to bid properly.

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

The Judicial Branch put this work out for competitive bid originally, and have gotten the contractor to agree to continue at the same rate as required by the initial contract. These rates are in line with the building management work being conducted throughout the State.

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

The Judicial Branch is in the process of creating an RFP for competitive bid that will cover five different court facilities. It is our goal to amend the existing contracts to have them end on April first so that we may take the time to properly put the work out to bid.

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.

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

DocuSigned by:
Barbara Cardone
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Procurement Justification Form (PJF)

Typed Name:	Barbara Cardone	Date:	10/17/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	10/18/2023

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