



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		State of Maine Judicial Branch/ Court Operations		
Department Contract Administrator or Grant Coordinator:		Natasha Jensen		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 37898.01	Advantage CT / RQS #:	20241015*0563	
CONTRACT	Proposed Start Date:	8/1/2024	Proposed End Date:	10/11/2024
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:		Snowman Printing, 1 Printers Drive, Hermon ME 04401		
Brief Description of Goods/Services/Grant:		Printed Quarterly Court Forms		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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
☐	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.

Court forms distributed to courts throughout the state for case processing, documentation and record keeping. Court forms are necessary in order for customers to file paperwork with the court system.

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

The court forms need to be printed in bulk due to the courts needing a large amount of the forms. We have a Master Agreement that is currently in the process of being renewed through this vendor. MA 18P 220329*0096. The current vendor is familiar with the forms and with hundreds of complex forms in the courts, which are constantly changing due to legislation, the current vendor provides services that are timely and accurate.

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

Snowman Printing has agreed to the terms in the master agreement.

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

The future of needing court forms will significantly decrease due to the digital case management system. When the master agreement is no longer able to be renewed, we will go out to RFP. This RQS is being requested due to the current MA being expired and pending renewal. Once MA renewal has been processed, it will be good until March of 2025.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0... 10/15/2024		
Typed Name:	Connor Smith	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	10/17/2024