



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:		DAFS/BGS	
Department Contract Administrator or Grant Coordinator:		David Schoenherr	
(If applicable) Department Reference #:		BGS PT#2584 – Greenlaw Cx	
Amount: (Contract/Amendment/Grant)	\$ \$38,650.00	Advantage CT / RQS #:	20210922*0764
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	
AMENDMENT	Original Start Date:	10/25/2021	Effective Date: 10/27/2022
	Previous End Date:	9/30/2023	New End Date: 12/31/2023
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Cx Associates, LLC	
Brief Description of Goods/Services/Grant:		Building Commissioning Services	

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 checked="" 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 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.

This is an amendment to an existing Service Contract for commissioning services for a complete building renovation. The amendment is required for additional time and effort due to construction delays and owner requested changes.

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

The original contract was awarded after a Request for Proposals was distributed to the six firms on our Pre-Qualified Vendor List (PQVL) from RFP 201712204 – Public Improvement Related Services. Two firms replied with a proposal. Cx Associates was \$115,575 and Sparhawk was \$143,960. Cx Associates was the lowest of the two proposals received.

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

The amount of the Amendment, \$38,650.00 is fair and reasonable for the additional scope of work necessitated by the changes in design and construction delays.

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

Future Commissioning Service Contracts will continue to be procured via Mini-Bid from our PQVL.

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: <i>Elaine Clark</i>		
Typed Name:	Elaine Clark, Deputy Commissioner	Date:	10/28/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Typed Name:	Justin Franzose	Date:	11/2/2022