



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 the Attorney General – Administrative Services Division	
Department Contract Administrator or Grant Coordinator:		Mark A. Toulouse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$27,875.00	Advantage CT / RQS #:	RQS 26A 20221017*0531
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Pillar Designs LLD 333 North Green Street, Chicago Illinois, 60607	
Brief Description of Goods/Services/Grant:		The Office of the Attorney General is procuring Pillar privacy booths for the Consumer Protection and Child Protection Divisions on the fifth floor of the Burton Cross Office Building.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" 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 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 Office of the Attorney General has recently taken space on the fifth floor of the Cross Office Building. Staff members have voiced concerns with noise levels and confidentiality. To address these concerns, the office solicited quotes from three vendors for privacy booths so that staff members could conduct mediations, meetings, and/or conversations without disrupting fellow floormates. Similar units are currently placed in the Governor's Office on the third floor of the Cross Office Building.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	While quotes were received from Pillar Designs LLC, RDC Holdings, and Creative Office Pavilion, Pillar Designs was able to best meet the needs of the office. Not only was their price the lowest, but the cost included installation while Creative Office Pavilion's did not; RDC Holdings was not able to offer a larger unit with a closed top, thereby rendering the unit unable to address noise issue problems.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Costs were lowest of the three solicited quotes received, includes installation, and best meets the needs of the office..
4. Describe the plan for future competition for the goods or services.	Not applicable. This is a one-time acquisition.

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:	Mark A. Toulouse
Date:	11/2/2022

Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i>		
Typed Name:	249502C7B71A49A... Thomas Paquette	Date:	11/3/2022