



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:	Public Safety – Maine State Police		
Department Contract Administrator or Grant Coordinator:	Lt. Col. Brian Scott Sara Thompson		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,188.62	Advantage CT / RQS #:	16A 20221102*1278
CONTRACT	Proposed Start Date:	8/19/2022	Proposed End Date: 10/20/2022
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:	Lawson Property Service, Inc Augusta, ME 04330		
Brief Description of Goods/Services/Grant:	Construct wall in the Joshua L. Chamberlain Conference Room.		

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.	
A wall, door and electrical work was done in the Joshua L. Chamberlain conference room in order to make a portion of the conference room into office space for one of the troops. This work was not included in the lease agreement and this contract will allow us to process the invoice we received for the work being done.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
We lease the space from the vendor and talked with them about making changes to the conference room to meet our current needs for the space and the vendor was agreeable to making the changes provided we paid for the work done to the space.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
We were quoted a price for the work prior to the work being done and the price seemed fair and reasonable for the work we were requesting. Click or tap here to enter text.	
4. Describe the plan for future competition for the goods or services.	
We will follow State of Maine rules and regulations for procurement.	

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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	Nov 3, 2022
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small> <i>Kathy Paquette</i> </div>		
Typed Name:	Kathy Paquette <small>41C2BA36FAF44CD...</small>	Date:	11/9/2022






PJF Lawson Chamberlain Conf Room

Final Audit Report

2022-11-03

Created:	2022-11-02
By:	Sara Thompson (sara.j.thompson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAx9BQ69qNmdUGHLLiRjdNN04TXVzrfXD7

"PJF Lawson Chamberlain Conf Room" History

-  Document created by Sara Thompson (sara.j.thompson@maine.gov)
2022-11-02 - 4:58:44 PM GMT
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature
2022-11-02 - 4:59:01 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)
2022-11-03 - 11:27:56 AM GMT
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)
Signature Date: 2022-11-03 - 11:28:50 AM GMT - Time Source: server
-  Agreement completed.
2022-11-03 - 11:28:50 AM GMT