



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:		Maine Department of Transportation – Office of Creative Services	
Department Contract Administrator or Grant Coordinator:		Paul Merrill – Director of Communications	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 48,000	Advantage CT / RQS #:	2023101900000000000643
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 10/31/2024
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:		Spiller's - Lewiston, Maine	
Brief Description of Goods/Services/Grant:		Maintenance agreement for plotters	

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 a one-year continuation of our current service contract.

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

Spiller's was selected for this maintenance agreement because they have agreed to an extension of their existing maintenance agreement at the same prices, terms, and conditions as the prior maintenance agreement contract issued to Spiller's. Contract was issued in October 2019, Procurement Services posted RFQ 17A 19100900000000116.

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

This continuation of services is the same price as the services under our current maintenance contract, which expires on 10/31/23

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

The current extension is for one year. This new contract will expire on 10/31/24. We will put this work out to bid next year.

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):



Typed Name:

William Pulver, C.O.O.

Date:

10-30-2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Joseph Zrioka
EA813178102243C...

Typed Name:

Joseph Zrioka Director of IT Procurement

Date:

10/31/2023