



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:		DACF / Bureau of Parks & Lands / Northern Region Parks		
Department Contract Administrator or Grant Coordinator:		Matthew Hamilton		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		9,855.26	Advantage CT / RQS #:	RQS 20231103*0703
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a 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:		J.S. McCarthy Printers		
Brief Description of Goods/Services/Grant:		Camden Hills State Park Guide & Maps		

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 checked="" 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.

Camden Hills State Park Guide & Maps will be given out to park patrons to promote the safe use of the complicated trail system.

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

BPL has had low quality maps purchased through open bidding multiple times. J.S. McCarthy has had consistently high quality and reasonable costs for several years.

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

The cost from J.S. McCarthy when purchasing a high quantity of maps is significantly less than when purchasing less. $\$4,716.02/10,000\text{maps}=\$0.47/\text{map}$: $\$9,855.26/50,000\text{maps}=\$0.20/\text{map}$. Funding is from non-lapsing dedicated revenue WACT.

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

We will continue to request quotes from reputable printing companies to ensure we get the best price for high quality prints and follow Division of Purchases policies to ensure future competition.

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:
Randy Charette
8F3DD450C23241F...

Typed Name:

Date:

11/6/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

11/8/2023