



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|-------------------------------|---|--|
| Department Office/Division/Program: | | Maine Judicial Branch Office of Information Technology | |
| Department Contract Administrator or Grant Coordinator: | | Kayly Beitler | |
| (If applicable) Department Reference #: | | | |
| Agency Department Code: | 40A | Advantage CT / RQS #: | 20251119*0847 |
| Amount: (Contract/Amendment/Grant) | | \$64,000.00 | |
| CONTRACT | Proposed/Original Start Date: | 11/17/2025 | Proposed/Most Recent End Date: 1/28/2026 |
| AMENDMENT | New Effective Date: | | New End Date (if Applicable): |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Connectivity Point Design and Installation, LLC, Auburn, ME | |
| Brief Description of Goods/Services/Grant: | | Installation of Cat 6 Cable in Waterville District Court | |

| 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. Higher Education 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. | Our new case management system Enterprise Justice requires 100 Mbps for bandwidth speeds from workstations to servers. Currently Waterville District Court has hardware that is configured to support 30 Mbps. This hardware needed to be upgraded to support 100 Mbps. Upon investigation, it was determined that 108 data jacks, roughly half of the data jacks in the courthouse are wired from the data jack to the closet with CAT 3 wiring. CAT 3 wiring supports a maximum bandwidth of 10 Mbps so because of this half the court cannot utilize the full 30 Mbps currently available nor will it be able to utilize any increases in bandwidth. To resolve this issue, all CAT 3 cabling in the courthouse requires upgrading the rest of the network equipment to support 100 Mbps. Failure to conduct the upgrade would prohibit the court from utilizing necessary systems to conduct court. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable. | Connectivity Point is the vendor that MaineIT will be working with to perform the second phase of the project to upgrade the hardware to support 100 Mbps bandwidth speeds. They have already been to the site to evaluate it and were able to identify the issues preventing utilization of the Enterprise Justice system. They were available to begin work immediately upon request. |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | Rates are in line with time and material costs associated with the Maine Master Agreement held by Connectivity Point. |
| 4. Describe the plan for future competition for the goods or services. | The MJB is working to identify the court houses throughout the State that are currently wired with CAT 3 cabling so that competitive bidding can be run to conduct change outs prior to it impacting the ability of the court to provide services. |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|---|--|
| Does this request utilize ARPA/MJRP funds? | |
| <input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s). | |
| <input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies. | |
| <input checked="" type="checkbox"/> No – If No, proceed to Part V. | |

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE


Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.


PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

| | | | |
|--|---|-------|------------|
| Signature of requesting Department’s Commissioner (or designee): | DocuSigned by:  755F066F9C634D0... | | |
| Typed Name: | Connor Smith | Date: | 11/19/2025 |

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

| | | | |
|--|--|-------|------------|
| Signature of requesting Department’s Commissioner (or designee): | Signed by:  412CA341445E444 | | |
| Typed Name: | Thomas Hild | Date: | 11/21/2025 |

****OSPS Section Only****

| | | | |
|---|---|-------|------------|
| Signature of DAFS Procurement Official: | DocuSigned by:  249502C7B71A49A... | | |
| Typed Name: | Thomas Paquette | Date: | 11/26/2025 |