

**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:		Department of Administrative and Financial Services, Maine Revenue Services			
Department Contract Administrator or Grant Coordinator:		Susan T. Smith			
(If applicable) Department Reference #:		Click or tap here to enter text.			
Amount: (Contract/Amendment/Grant)		\$ 128,000.00	Advantage CT / RQS #:	18F20171221*2025	
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:	1/1/2018		Effective Date:	1/1/2022
	Previous End Date:	12/31/2021		New End Date:	12/31/2022
GRANT	Project Start Date:	Click or tap to enter a date.		Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.		Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Securitas Security Services USA, Inc. 550 Forest Avenue Portland, ME 04101			
Brief Description of Goods/Services/Grant:		On-site guard coverage and physical security services.			

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.

MRS has a current contract with the vendor to provide on-site guard coverage at 51 Commerce Drive. Security services are critical for access control, loss prevention, and reporting.

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

This contract was awarded using a consensus approach after a competitive RFP process. This is the final renewal period that can be exercised under the original contract.

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

The contract amount is based upon the prior year's expenses. A ten percent increase has been factored in to be consistent with the labor and cost pressure factors in the current environment.

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

MRS will follow the State's RFP process to negotiate a new contract upon expiration of the current contract with the current Provider.

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:	Kirsten LC Figueroa, Commissioner	Date:	12/8/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>AFFD9C7B3A8044E</small> Justin Franzose to enter text.	Date:	12/9/2021