



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:	DPS/Bureau of Emergency Medical Services		
Department Contract Administrator or Grant Coordinator:	J. Sam Hurley		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 126,816	Advantage CT / RQS #:	20220217*1906
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/31/2022	Effective Date:
	Previous End Date:	12/31/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	SafeTech Solutions LLP 29251 Potassium St NW; Isanti, MN 55040		
Brief Description of Goods/Services/Grant:	Strategic planning consultancy 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.

Maine EMS seeks to continue the ongoing consultancy services offered by SafeTech. They offer extensive expertise in strategic planning and development to assist the Board in formulating a robust vision for moving Maine EMS forward into the future.

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

SafeTech Solutions was the selected vendor under RFP 202111173 and we are seeking a no-cost extension to the original contract.

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

Costs were assessed as a component of the competitive RFP process. This is a no-cost extension to the original contract.

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

Should there be additional strategic planning needs in the future, we will likely follow the same RFP procedure.

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):



[Michael Sauschuck \(Dec 1, 2022 10:24 EST\)](#)

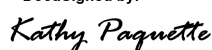
Typed Name:

Michael Sauschuck

Date:

Dec 1, 2022

Signature of DAFS
Procurement Official:

DocuSigned by:


41C2BA30FAF44CD...

Typed Name:

Kathy Paquette

Date:

12/5/2022






2022-12-01 SafeTech Solutions PJF Contract Modification

Final Audit Report

2022-12-01

Created:	2022-12-01
By:	Jonathan Hurley (j.sam.hurley@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFOt8Ls3PGKzC3pDyRr9sOXkPtej9j92

"2022-12-01 SafeTech Solutions PJF Contract Modification" History

-  Document created by Jonathan Hurley (j.sam.hurley@maine.gov)
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-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
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