



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:		Corrections – Mountain View Correctional		
Department Contract Administrator or Grant Coordinator:		Gerry Merrill		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$26,756.09	Advantage CT / RQS #:	RQS 03A 2022111800000000685
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:		Morse Watchman 2 Morse Rd Oxford, CT 06478		
Brief Description of Goods/Services/Grant:		Provide a new Key watcher system with smart keys, software and battery backup.		

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 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.

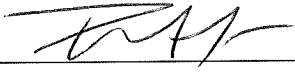
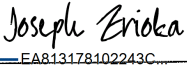
PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
Emergency replacement of the Mountain View Correctional' s Security Key Watcher System. The Key Watcher has failed and the System is outdated. Repair parts are no longer available for this system which is over 21 years old. Failure to replace has been deemed a security risk by facility staff.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
Morse Watchman is the industry leader in key watcher systems and has provided systems throughout the MDOC. They have provided a detailed quote and have all components readily available.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
Recent special project security system repairs have occurred and based on costs of that work this Key watcher is believed to be fair and consistent with current market technology equipment costs.
4. Describe the plan for future competition for the goods or services.
The Mountain View Correctional Facility remains committed to exploring competitive alternative products and services whenever possible. This is an emergency procurement.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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:	Randall Liberty, Commissioner	Date:	11/16/22
Signature of DAFS Procurement Official:	 <small>DocuSigned by: EAB13178102243C</small>		
Typed Name:	Joseph Zrioka	Date:	12/8/2022