

**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:		DHHS – Dorothea Dix Psychiatric Center			
Department Contract Administrator or Grant Coordinator:		Shawn Belanger / Brianne Carrero			
(If applicable) Department Reference #:		DDPC-23-002			
Amount: (Contract/Amendment/Grant)		\$ 64,000.00	Advantage CT / RQS #:	CT 10A 20220621000000003444	
CONTRACT	Proposed Start Date:	07/01/2022		Proposed End Date:	12/18/2022
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:		Unifirst Corp. Bangor, ME			
Brief Description of Goods/Services/Grant:		Laundry and Linen Cleaning Services			

PART II: JUSTIFICATION FOR VENDOR SELECTION


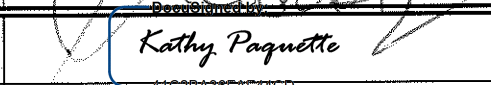
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<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 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.	The purpose of this agreement to provide laundry and linen cleaning services for the Department's Dorothea Dix Psychiatric Center (DDPC). DDPC is a residential facility for acute mentally ill patients that requires linen services to provide clean linen such as sheets, blankets, towels, and other housekeeping items. DDPC requires such linens to be delivered and, when soiled, to be picked up, laundered, and returned to DDPC on a regular basis.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor has provided these services since July 1, 2013. The availability of potential vendors for this service is greatly limited due to the number of providers who are 1) located within an acceptable geographic proximity of the hospitals and 2) who would be able to meet the required turnaround times for the large volume of linen that is needed to be laundered on a regular basis while following required biohazard and infection control protocols.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Rates are based on the SFY 2020 contract budget. This cost is fair and reasonable.
4. Describe the plan for future competition for the goods or services.	The Department intends to RFP this service in SFY22 with a contract start date of 07/01/2023.

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):			Date:
Typed Name:			5-Dec-22
Signature of DAFS Procurement Official:			Date:
Typed Name:	Kathy Paquette	Date:	12/19/2022