



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:		Judicial Branch- Office of Court Facilities		
Department Contract Administrator or Grant Coordinator:		Jeremy Gray		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 15,500	Advantage CT / RQS #:	20231103*1321
CONTRACT	Proposed Start Date:	<b>12/1/2023</b>	Proposed End Date:	6/30/2024
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:		Manna T. Property Management, Mattawamkeag, ME		
Brief Description of Goods/Services/Grant:		Overhead door, maintenance and repair		

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 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.

Judicial branch owned facilities have overhead doors, fire doors, motorized walls, and other various types of doors at numerous locations throughout the state. These doors need maintenance and repair services on a periodic basis throughout the course of a year. On occasion, immediate repairs are required for court operations to continue or to comply with state and federal regulations. This contract will provide services on an as needed basis as well as for scheduled services.

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

The Judicial Branch is offering to contract with a vendor who has the requisite certifications, qualifications, and experience needed to maintain and repair specialized equipment. These contracts are for a short period of time and will allow the Judicial Branch to establish a more formal procurement approach for these services. These contracts are to work as a stop-gap until the end of the fiscal year while RFPs are created to cover these services in a competitive format moving forward.

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

The Judicial Branch has established market hourly rates and parts markup percentages for these services. Vendors will be required to adopt these rates in the contract. The Judicial Branch has extensive experience with procuring these services and the rates are based on existing contracts and the provision of services.

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

The Judicial Branch has provided a short and long term procurement plan to procurement services and reached agreement with the APOC. These short term contracts will be followed by an RFP for these services for a variety of facilities maintenance and repair services. The estimated start date for the service contracts after the competitive bid process is 7/1/2024.

### 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.

**Procurement Justification Form (PJF)**

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Connor Smith</i> 755E066E9C634D00 12/1/2023		
Typed Name:	Connor Smith	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	12/7/2023

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