

**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:	Telecommunications Relay Services Council		
Department Contract Administrator or Grant Coordinator:	Terry Morrell		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$40,200.00	Advantage CT / RQS #:	20221230000000001780
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2023	Effective Date:
	Previous End Date:	12/31/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Hamilton Relay, Inc ("Hamilton") 1006 12 th Street Aurora, NE 68818		
Brief Description of Goods/Services/Grant:	The vendor will provide PTSN Captioned Telephone Service (CTS) that allow hearing people and people who are deaf, hard-of-hearing, or speech-impaired to communicate via the telecommunications system and as required by 35-A M.R.S. § 8701.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified

☐	E. Emergency	☐	K. Client Choice
☐	F. University Cooperative Project	☐	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.

Hamilton agrees to provide captioned telephone services for an additional year as detailed in the original contract. Hamilton agrees to provide services for \$3350.00 per month for a total of \$40,200. This amendment will ensure that captioned telephone services for hearing people and people who are deaf, hard-of-hearing, or speech-impaired continue.

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

This is an amendment to an existing contract as allowed by the original RFP.

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

The costs for this amendment are just and reasonable and consistent with company's existing contract dated December 29, 2022.

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

The TRS Council, which oversees relay services, is undergoing an organizational change. A new law, LD 1065, that took effect on October 25, 2023, will provide the Council with an Executive Director. The new ED will provide stronger organizational leadership to better manage ongoing priorities such as RFPs for services and strengthening Council membership. This amendment approach was also shared with David Morris from DAFS.

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

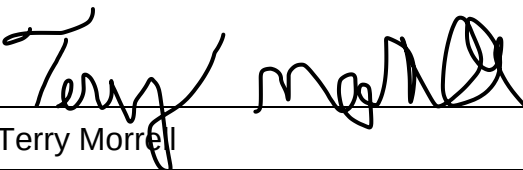
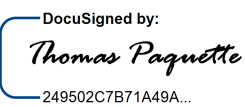
Does this request utilize ARPA/MJRP funds?

☐ 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):	 12-5-23		
Typed Name:	Terry Morrell	Date:	
Signature of DAFS Procurement Official:	 DocuSigned by: Thomas Paquette 249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	12/11/2023