



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 Marshals	
Department Contract Administrator or Grant Coordinator:		Marshal Ted Ross	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 240, 980.00	Advantage CT / RQS #: 20231219*1757
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 12/31/2025
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:		Lincoln County Sheriff Office, 42 Bath Rd., Wiscasset, Maine	
Brief Description of Goods/Services/Grant:		Staffing and coordination of armed law enforcement officers in court provided by the presiding County – Lincoln SO	

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.

The Judicial Branch provides security through the Office of Judicial Marshals. Historically the Sheriff Office(s) for those counties provide security and through time that service has be transferred to the Judicial Marshals except for 2 counties (Lincoln and Somerset). The Judicial Branch has chosen to continue those relationships but once those relationships end, those services will be moved under the Office of Judicial Marshals with predominantly state employees augmented with part time, contracted law enforcement officers.

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

This service is only provided by Governmental Law Enforcement agencies. The Sheriff Office (Lincoln) is the law enforcement agency for this County.

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

The cost was negotiated with the County for services specific to the courthouse(s) of this County. Fair and reasonable was determined by comparing similar services the Judicial Branch provides in other Counties.

NOTE:

The Lincoln SO requested a 2-year figure of 272,988.00 due to staffing cost(s), which the JB could not support due to budget restraints and offered the amount of 240,980.00 over the 2-year budgetary period with the stipulation of seeking the additional funds through the supplemental budget process, which was agreed upon. Language on the contract was/is: The Maine Judicial Branch agrees to submit a budget initiative to the Governor for the upcoming 2024 supplemental budget requesting funds to increase the amount of the contract with Lincoln County SO. (If the Governor rejects the initiative, the Maine Judicial Branch will appeal to the Legislature to reinstate and fund the initiative). The Maine Judicial Branch intends any contract increase provided to Lincoln County to go toward raising the compensation of contracted Marshals. If the funding initiative is approved by the Legislature, the contracted rates will be increased in accordance with the approved funding at the effective date of the bill. If funding is not approved the rates will not be increased beyond the current agreed upon contract amount.

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

There will be no opportunities for future competition. This is a law enforcement function that will be controlled through the Office of Judicial Marshals.

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):	DocuSigned by: <i>Connor Smith</i> 12/20/2023 <small>756F066F9C634D0...</small>		
Typed Name:	Connor Smith	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	12/28/2023

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