



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|----------------------|--|-----------------------|
| Department Office/Division/Program: | | DAFS/MaineIT/Print | |
| Department Contract Administrator or Grant Coordinator: | | Kyle Pendleton | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | \$ 33,000.00 | Advantage RQS #: | BPO 18B 20240208-0933 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| AMENDMENT | Original Start Date: | 12/1/2023 | Effective Date: |
| | Previous End Date: | 10/31/2024 | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Budget Business Machines Inc 251 Goddard Road, Lewiston ME 04241-2322 | |
| Brief Description of Goods/Services/Grant: | | Rental MFC Usage | |

| 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.

MaineIT Copy Center has about 800 Multifunctional Copiers that were rented through a competitive process. The rental agreements for these copiers ended but we are still currently using them, so we are being billed for monthly rental and the usage of the copiers we have remaining for this vendor.

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

Multiple agreements have been established with Budget previously, including MA 18P 21010400*0064, for rental of these Multifunctional Copiers.

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

MaineIT Copy Center uses various models, each with their own rates. This agreement is based on the estimated rental and usage over the terms of previous agreements which is an average cost of \$5,500 per month.

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

MaineIT will replace these multifunctional copiers through 2025 and renew through another vendor using available master agreements procured through the competitive process.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): | DocuSigned by: <i>Nicholas Marquis</i> A29C99359A37464... | | |
| Typed Name: | Nicholas Marquis, Chief Information Officer | Date: | 12/6/2024 |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C... | | |
| Typed Name: | Joseph Zrioka, Director of IT Procurement | Date: | 12/6/2024 |