



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:		Department of Corrections, Bolduc Correctional Facility	
Department Contract Administrator or Grant Coordinator:		Sargeant Robert Hibbard	
(If applicable) Department Reference #:		25BCF007	
Amount: (Contract/Amendment/Grant)	\$30,523.21	Advantage CT / RQS #:	03A 20241126*1395
CONTRACT	Proposed Start Date:	12/10/2024	Proposed End Date: 3/31/2025
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:		Johnson Controls Fire Protection Westbrook, ME	
Brief Description of Goods/Services/Grant:		Replace 73 sprinkler heads at Bolduc Correctional Facility	

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.	Fire Alarm/Sprinkler testing and inspection of MDOC facilities is not only a DOC/state policy requirement but it also provides the Department with critical safety measures as well, adhering to important NFPA life safety guidelines. At Bolduc Correctional Facility, a recent inspection reveals that 73 sprinkler heads have exceeded their normal life expectancy and require replacement.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Maine DOC has a service contract with the proposed Provider which remains effective through 1/31/2025 (Reference CT 03A 2024013000000002112). However, the work required to remedy the deficiencies falls outside of the service contract so a separate contract with proposed Provider is being sought. As the Department’s long-standing provider of fire alarm/sprinkler maintenance services, JCFP is uniquely situated to meet this need.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	As the Department’s current long-standing provider for these services, a proposal was sought and provided by JCFP. The rates are consistent with previous off-contract work they have done for us, which the Department considers to be fair and reasonable.
4. Describe the plan for future competition for the goods or services.	DOC will continue to follow the required procurement processes on all future purchases.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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):			
Typed Name:	Scott Goulette, Financial Analyst	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	Sherri Brooker	Date:	12/12/2024