



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:		Maine Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Natasha Jensen	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 44845.62	Advantage CT / RQS #:	20241223*0908
CONTRACT	Proposed Start Date:	<b>10/1/2024</b>	Proposed End Date: 12/18/2024
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:		Armstrong Family Industries-The Snowman Group Hermon, Maine	
Brief Description of Goods/Services/Grant:		Labels For Court File Folders-Open Shelf Filing	

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 court locations need labels for the filings that will be happening in 2025. Each case type has a physical file, Criminal, Family Matter, Real Estate, Civil, VI, Juvenile, and other case types. The courts need the labels that they will apply to the file folders in their specific court locations. The needs of the department were deemed to be greater than initially expected when receiving a quote.

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

Previously court operations put out a RFQ for services that are needed and received zero response. These folders must be ordered and delivered to each court location before the start of the new year. This vendor can provide the courts with the specific detailed labels needed for each file and is also able to provide delivery service to each location individually.

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

This vendor has been the only vender that we have been able to find to provide the service we are requesting. The pricing and the service is within market standards. Some courts requested the smaller number sets that were 3/4 x 1-1/2 on the order form. This number size is not the standard size and is significantly more expensive. This year the locations ordered more than the previous year and with the increase in the cost of printing, this made the invoice to be higher than the quote that was presented by the vendor.

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

The department will put out an RFP for these services in the upcoming year to see if we are able to get bids. The department hopes that the need for these services will decrease as e-filing is implemented throughout court locations.

**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 V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <small>755F066F9C634D0...</small>		
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Typed Name:	Connor Smith	Date:	12/23/2024
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Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
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Typed Name:	Martha verhille	Date:	12/26/2024
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