



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 \$10,000 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:		Corrections-Maine Correctional Center	
Department Contract Administrator or Grant Coordinator:		Karen Yeaton, Deputy Warden	
(If applicable) Department Reference #:			
Agency Department Code:	03A	Advantage CT / RQS # :	20250917*0492
Amount: (Contract/Amendment/Grant	\$22,435.46		
CONTRACT	Proposed/Original Start Date: 9/17/2025 11/13/2025	Proposed/Most Recent End Date:	2/28/2026 3/31/2026
AMENDMENT	New Effective Date:	New End Date (if Applicable):	
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:		Provide access control material, programming and installation for Women's Center door exiting to main causeway at MDOC Windham.	

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.
	Need access control to be able to swipe in/out of the new entrance to this Women’s Center. Currently, this door needs to be keyed by an officer to open and close. The Multi-Purpose Unit building is no longer an option for exiting/entering the building via swipe card.
2.	Provide brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.
	JCI is the vendor that installed access control panels (CCURE) and components and has been doing all the repairs and upkeep to the system. The Department has had longstanding contracts/BPO’s with this vendor. JCI is the exclusive owner and operator of the (CCURE) software and is already in use across all Maine Correctional Center access systems.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	The quote is on par with others we have received from this vendor, which the Department considers to be fair and reasonable.
4.	Describe the plan for future competition for the goods or services.
	We will use the competitive process in the event that the access control systems ever change.

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 signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	9/17/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	Signed by:  00838825140A401...		
Typed Name:	Lauren Mournouris, IT Procurement Systems Analyst	Date:	11/18/2025