



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:		Department of Administrative and Financial Services/Division of Procurement Services		
Department Contract Administrator or Grant Coordinator:		Justin Franzose		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 224,654.42	Advantage CT / RQS #:	MA 18P 21090100000000000016
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	9/1/2021	Effective Date:	8/7/2024
	Previous End Date:	8/31/2024	New End Date:	8/31/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Pro Av Systems Westbrook, ME		
Brief Description of Goods/Services/Grant:		Audio Visual Room Design, Engineering, Installation, Support		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

State of Maine agencies continue to need audio visual room design, engineering, installation, and support from Pro AV Systems. From 9/1/2021-present, agencies have spent \$667,963.24, which is an approximate annual spend of \$222,654.42 on these commodities and services.

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

Pro AV Systems is one of multiple willing and qualified vendors with the capability of fulfilling the need for these commodities and services. State of Maine's mini-bid process for this category requires state agencies to request a bid from Pro AV Systems before ordering from any of the vendors with whom we have established master agreements for these commodities and services.

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

State of Maine agencies will perform a mini-bid process prior to ordering from any of the willing and qualified vendors for this category of commodities and services. After performing a mini-bid process, state agencies will order from the vendor with the most fair and reasonable cost. The mini-bid process encourages more competitive prices and yields costs that are fair and reasonable.

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

State of Maine agencies will continue to perform a competitive mini-bid process amongst the willing and qualified vendors with whom we have established master agreements, then will order from the vendor with the most fair and reasonable cost.

### 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	Date:	8/8/2024

  

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Director of IT Procurement, Joseph Zrioka	Date:	8/7/2024