

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Public Safety- Maine State Police – Traffic Division		
Department Contract Administrator or Grant Coordinator:		Lt Bruce Scott Jaye Parker		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,582.04	Advantage CT / RQS #:	CT-16A-20190528*3590	
CONTRACT	Proposed Start Date:	7/1/2019	Proposed End Date:	6/30/2021
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:		Maine Instrument Flight Inc Augusta ME		
Brief Description of Goods/Services/Grant:		Aircraft maintenance		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
x	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
x	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Maine State Police houses one of its Aircraft at the Augusta Airport due to geographic requirements and where there is an on-site Maintenance facility. Aircrafts require mandated inspections and because the aircraft is co-located with the maintenance facility, general maintenance can be accomplished on the aircraft, scheduled inspections can be performed, and unscheduled work can be performed without the need to have the pilots at that

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PART III: SUPPLEMENTAL INFORMATION

location.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This is a unique situation with the aircraft because it is located at a site where there is a facility qualified to do the work on them. It would be unrealistic to have to move the aircraft to another facility to have the work done. This is especially true for situations where the aircraft can't be moved due to safety or mechanical reasons.

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

Because of where the Aircraft is permanently based and the fact that there is only one vendor at the site, it would be unrealistic and costly to attempt to move the aircraft to a different location to have the work accomplished. Because of where the aircraft is co-located with the maintenance facility, work can be accomplished on the aircraft, scheduled inspections can be performed, and unscheduled work can be performed without the need to have the pilots at that location. Historically, annual maintenance results in expenses ranging from \$3000 to \$7000. Other periodic expenses are generally less than \$1000. It is impossible to determine an exact amount needed as the costs are determined by what is found during the inspection. The cost to fly the aircraft to another location for maintenance would incur additional expenses such as aircraft fuel, transportation, or travel expenses for the pilot. The additional cost is the result of a no -cost extension previous done and expense in the last 3 months of the extension exceeding the amount available. Invoices are pending.

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

New contract will be created for FY 2022

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Michael Sauschuck</i>		
Printed Name:	Michael Sauschuck	Date:	May 25, 2021
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small> <i>Kathy Paquette</i> </div>		
	<small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	5/27/2021






PJF for CT-16A-20190528-3590 adding funds

Final Audit Report

2021-05-25

Created:	2021-05-25
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