



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:		DACF-Bureau of Agriculture, Food & Rural Resources	
Department Contract Administrator or Grant Coordinator:		Nancy McBrady	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,085.00	Advantage CT / RQS #:	RQS 01A 20220107*776
CONTRACT	Proposed Start Date:	11/17/2021	Proposed End Date: 11/30/2021
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:		David Pellerin, Fairfield, ME	
Brief Description of Goods/Services/Grant:		Excavation services	

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.

A farm contaminated with PFAS agreed to dispatch a large number contaminated beef cattle. These animals needed to be composted on the site. This required the use of heavy equipment to prepare the site, haul the deceased cattle, and haul and cover the area with organic material (sawdust)

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

The vendor was local to the area, was familiar with the farmer, had the necessary heavy equipment (excavators, dump trucks etc. and was available with very short notice to operate the machinery and complete the work.

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

These were rates appropriate to the area and necessary given the emergency situation.

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

Hopefully this situation won't arise in this area, but will determine if there are any other heavy equipment operators that might be available in the future.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:  
*Amanda E. Beal*  
20AF3A2882BB4AA...

Typed Name:

Amanda E. Beal

Date:

1/20/2022

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*William J.E. Allen*  
2D5B6E39F57E44A...

Typed Name:	william J.E. Allen	Date:	1/27/2022
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