



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:		Inland Fisheries and Wildlife / Wildlife Division / Bear	
Department Contract Administrator or Grant Coordinator:		Jen Vashon and Diana Harper	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 10,700.00	Advantage CT / RQS #: CT-09A-20231207*1646
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 4/1/2024
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:		RAD Rentals /	
Brief Description of Goods/Services/Grant:		Short-term housing rental for 3 bear project contractors	

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.

Housing is needed for our seasonal field crew for the bear project. In the past, we were able to provide bunk space in our Department headquarters and supplement with motels near our other more remote field sites as needed. Since our office relocation, bunk space is no longer available, and we are seeking alternative off-site housing.

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

After researching and contacting numerous individuals and companies with furnished rental housing available for the 3-month period with rates that fall within the per diem, RAD Rentals was the only one willing to work with the State of Maine.

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

The negotiated rate falls well below the per diem lodging cost per night (\$107) for one room for each contractor (\$107/night x 3 contractors x 90 days = \$28,890). Three months (90 days) renting the house comes to \$10,700 (\$10,700 / 90 days = \$118.89/night for 3 contractors or \$39.63/night for each contractor).

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

In the future, we will continue to identify multiple potential housing options (motels, rental properties, etc.) to ensure that pricing is competitive.

### 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:  
*Tim Peabody*  
03275703AA74438...

Typed Name:

Tim Peabody

Date:

12/18/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Martha Verhille*  
891CE7A1493D45B...

Typed Name:

Martha Verhille

Date:

1/2/2024