



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 Parks & Lands	
Department Contract Administrator or Grant Coordinator:		Stephen Richardson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$10,000	Advantage CT / RQS #:	CT 01A-20240108*01912
CONTRACT	Proposed Start Date:	1/2/2024	Proposed End Date: 1/31/2024
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:		Absolute Services Inc, Stratton, ME	
Brief Description of Goods/Services/Grant:		Emergency repair of Trout Bk stream crossing	

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 type="checkbox"/>	J. Willing and Qualified
<input checked="" 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.

Culvert crossing of Trout Bk on the West Flagstaff Rd, Bigelow Preserve washed out during the large statewide storm of 12/18/23. The road is impassable and is used as a critical snowmobile trail and access to campsites and the larger Bigelow Preserve. Outdoor recreation is a major economic driver in the region and repair of this road fixes an important link for users.

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

Contractor is available with low mobilization costs, has materials available and having a current contract with us we are familiar with the quality of work which is critical at this environmentally sensitive site.

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

Equipment rates are consistent with those in the area

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

Competitive bid.

### 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 Beal*

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Typed Name:

Date:

1/12/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:

*Martha Verhille*

891CE7A1493D45B...

Typed Name:

Martha Verhille

Date:

1/16/2024