



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:	Maine Public Utilities Commission		
Department Contract Administrator or Grant Coordinator:	David Braley		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	CT 65A 20240119*2004
CONTRACT	Proposed Start Date:	1/24/2024	Proposed End Date: 4/30/2024
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:	A.E. Hodsdon Consulting Engineers Waterville, ME 04901		
Brief Description of Goods/Services/Grant:	Oversight services for New Sharon Water District as directed by MPUC order (see below).		

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.	As authorized by Title 35-A M.R.S. § 6410-A and Commission Order, Docket No. 2023-00244, A.E. Hodsdon will act as the Receiver and will oversee the operations of the New Sharon Water District, utilizing all the authority granted to the District's full board of trustees under the District's charter. This authority includes approving the District's day-to-day operations, such as approving contracts and payments.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	A.E. Hodson has hands on expertise in operating small water utilities in Maine. They were selected after an extensive search of available firms with water operations expertise who were available to do this work immediately.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The hourly rate was negotiated at \$90/hr. This is consistent with market rates and is lower than other available options to perform this unique work.
4. Describe the plan for future competition for the goods or services.	The Commission does not expect a similar situation with this water district in the future.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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):			
Typed Name:	Philip L. Bartlett, Chair	Date:	1/22/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> DocuSigned by: <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small> </div>		
Typed Name:	Kathy Paquette	Date:	1/24/2024