



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:	Public Safety – Maine State Police – Airwing Division			
Department Contract Administrator or Grant Coordinator:	Lt. Bruce Scott Iris Rogers			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	CT 16A 20240116*1965	
CONTRACT	Proposed Start Date:	11/29/2023	Proposed End Date:	11/28/2025
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 VC1000057823			
Brief Description of Goods/Services/Grant:	Aircraft Maintenance			

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.	
<p>The Maine State Police houses one of its Aircrafts at the Augusta Airport due to geographic requirements. This vendor is on-site as a Maintenance Facility. Aircrafts require mandated inspections and because the aircraft is co-located with the Maintenance Facility, maintenance and inspections can be completed without the need to have the pilots at that location. Also, the cost to fly the aircraft to another location for maintenance would incur additional expenses such as fuel and time for the pilot.</p>	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
<p>Because of where the Aircraft is permanently based and there is only this 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 / inspections done every time.</p>	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
<p>Historically, annual maintenance expenses range from \$3000 to \$7000. Other periodic expenses are generally less than \$1000. Typically, costs are determined by what is found during the inspection. These costs are the going rates in this market and are reasonable.</p>	
4. Describe the plan for future competition for the goods or services.	
<p>The location of the Aircraft housing is contingent upon the use of the aircraft and the geographic areas in which the plane is used. Because of where the Aircraft is permanently based there would be no competitive bidding requested unless the housing location changed. However, any large items needed, ie: new motors or structural parts would be quoted out.</p>	

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):	 Michael Sauschuck (Jan 16, 2024 12:23 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">DocuSigned by:</p> <p style="font-size: small; margin: 0;"><i>Sue H. Garcia</i></p> <p style="font-size: x-small; margin: 0;">E5DB92AC0F8D490...</p> </div>		
Typed Name:	Sue H. Garcia	Date:	2/16/2024






PJF ME Instrument Flight 011124

Final Audit Report

2024-01-16

Created:	2024-01-16
By:	Iris Rogers (iris.rogers@maine.gov)
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