



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:		Corrections – Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:		Karen Yeaton, Deputy Warden		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7,500	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	May 1, 2022	Proposed End Date:	June 1, 2022
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:		Sand Country Outdoors 711 W Escondido Road Kingsville, TX 78363		
Brief Description of Goods/Services/Grant:		K9 Rip – Yellow Male Labrador Retriever		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

This purchase will be a dual-service replacement K9 to be trained and certified in drug detections and patrol (tracking, apprehension, and crowd control).

This dog will be trained in Drug Detection and Tracking. Purchasing a K9 from this vendor will provide the Department a guarantee on the health and trainability of the dog.

This type of dog is extremely important to the Department of Corrections to prevent the introduction of contraband and drugs/narcotics into facilities which greatly improves safety for both staff and residents.

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

The Maine Department of Corrections has an urgent need for a non-aggressive alert detection K9. The vendor has a proven record of supplying other State Corrections with multiple dogs that have an established history of performing at a very high level.

Maine Correctional Center received some quotes from other Custom K9 companies, but Sand Country Outdoors was the only vendor that had a dog available within the time frame that was needed.

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

We are seeking to use funding from our current MCC budget. Other K9's purchased within the Department in the recent past have been very similar in cost.

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

The uniqueness of this commodity makes competitive purchasing extremely risky.

### PART IV: LATE JUSTIFICATION

1. Is the vendor currently working?  Yes  No – If No, proceed to Part V

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

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

1. Does this request utilize ARPA/MJRP Funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part VI

PART VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">                     DocuSigned by:                      Randall Liberty, Commissioner                 </div>		
Printed Name:	Randall Liberty, Commissioner	Date:	3/10/2022
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">                     DocuSigned by:                      William J.E. Allen                 </div>		
Printed Name:	William J.E. Allen	Date:	3/23/2022

Vendor is vc0000246296 Royce Ilse  
 NOI 0320220244 03/23/2022 - 03/29/2022