

**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.


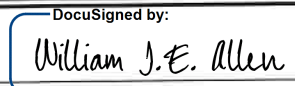
PART I: OVERVIEW				
Department Office/Division/Program:		MDIFW, Wildlife Division		
Department Contract Administrator or Grant Coordinator:		Ryan Robicheau		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$10,030	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	3/3/2022	Proposed End Date:	4/3/2022
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:		Richard Tuck, 3071 W., Twin Road, Moscow, ID 83843		
Brief Description of Goods/Services/Grant:		Canvas wall tents		

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.	Operations at the Steve Powell Wildlife Management Area (aka Swan Island) requires two seasonal staff who must reside on the island while we have overnight campers. The current staff house is uninhabitable and is being replaced. We need to purchase two canvas wall tents for temporary staff housing. This solution and funding was recently identified and secured. Since staff begin work May 11, there is insufficient time to put this out to bid and receive the tents in time. A wood deck must be constructed for them which can't be done until the tents are received to get the exact measurements as there is variation between them.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor has the requested items in stock and ready to ship.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Suppliers for this type of product were researched and this was determined to be the best value. We considered quality of material, attachments points, weather proofing, durability, cost, and other features. The price exceeds the \$5,000 because we are purchasing two tents.
4. Describe the plan for future competition for the goods or services.	We do not plan to purchase additional tents.

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

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee)			
Typed Name:	Judy Camuso	Date:	3/3/2022
Signature of DAFS Procurement Official:			
Typed Name:	william J.E. Allen	Date:	3/25/2022

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