



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/MFS/FPD		
Department Contract Administrator or Grant Coordinator:		Kent Nelson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 11,995.00	Advantage CT / RQS #:	CT <div style="border: 1px solid black; padding: 2px;">20221117000000001387</div>	
CONTRACT	Proposed Start Date:	6/20/2023	Proposed End Date:	6/21/2023
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:		National Fire Protection Assoc, 1 Batterymarch Park, Quincy MA		
Brief Description of Goods/Services/Grant:		Conduct training for wildfire prevention and mitigation		

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.

In order to have a successful statewide wildfire risk reduction (WRR) program, Maine's Forest Rangers need to complete hundreds of wildfire risk assessments (WRA's) near structures throughout Maine each year. The WRA's are used to complete Community Wildfire Protection Plans (CWPP's) that are required by the USDA Forest Service. The CWPP's are fire plans that are considered the first step towards getting federal grants for WRR projects near communities at risk. Without the ASIP course, our younger rangers can not complete the WRA's successfully and offer suggestions to homeowners and Fire Dept. personnel to reduce wildfire risk near structures.

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

The National Fire Protection Association (NFPA) is the only agency that provides the Assessing Structural Ignition Potential (ASIP) Course. In the last 15 years, the Maine Forest Service has had this course in Maine twice before, when it was called the "Home Ignition Zone" (HIZ) course. It is an excellent two-day course that helps our wildfire prevention and mitigation programs considerably.

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

NFPA has developed and upgraded the two day ASIP course, provides a contracted instructor and student materials. The class max class size is 30 students, which we will easily be able to fill. The last time we had the HIZ course (similar to ASIP) was in 2012. NFPA copyrights all their materials and we can't legally teach this course ourselves. In addition, the contracted instructor has more experience in this specialized field than any Maine Forest Ranger.

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

This course is an excellent means of educating new Maine Forest Rangers on how to conduct wildfire risk assessments (WRA's). We will not need the course again for 5 – 8 years. At that time, we can seek federal grants to help cover the costs, but there will likely be some type of state match required.

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):	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>		
Typed Name:	<small>20AF3A2882BB4AA...</small> Amanda E. Beal	Date:	3/22/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i>		
Typed Name:	<small>891CE7A1493D45B...</small> Martha Verhille	Date:	3/23/2023