



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:		Marine Resources, Bureau of Marine Patrol		
Department Contract Administrator or Grant Coordinator:		Rob Beal/Amanda Webb		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 5,524.00	Advantage CT / <u>RQS</u> #:	13A 20240226000000001210
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date:	1/31/24
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:		DCF Investigative Services, LLC, Auburn, NH		
Brief Description of Goods/Services/Grant:		Rechargeable Flashlights and Headlamps		

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.

The Maine Marine Patrol is a law enforcement agency focused on the enforcement of marine resources. Marine Patrol Officers are outfitted with flashlights and headlamps to support their operations at night, when the harvesting activities of several marine fisheries take place, most notably the spring elver fishery. These Flashlights and headlamps are tools to enhance an Officers ability to work effectively in the dark and more importantly to keep Officers safe.

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

DCF Investigative Services is a vendor the State currently has a Master Agreement for ballistic vests with and a strong working relationship with. The items invoiced were specifically identified and approved in our 2023 FDA grant equipment request. The vendor also provided individual pricing for each of the three items included on one invoice that were well below any other vendor for the same product.

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

In working through purchasing the individual items approved by the FDA for our 2023 equipment award, I looked at pricing for the same item through several vendors even though it was my understanding that the items would not exceed \$5,000. The second-best pricing for the headlamps and flashlights was through Amazon and DCF Investigative Services provided a 28% price below the pricing on Amazon.

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

In the future, Marine Patrol intends to work through a competitive bid process before a vendor is identified.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


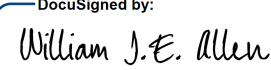
PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Matt Talbot, Colonel, Marine Patrol	Date:	2/26/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2D5B6E39E57E44A</small>		
Typed Name:	William J.E. Allen	Date:	2/29/2024

NOI 0220240225 02/29/2024 - 03/06/2024