



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	ME DOT/Project Development/ Bridge		
Department Contract Administrator or Grant Coordinator:	Eric Shepherd		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,335.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	2/5/2025	Proposed End Date: 2/7/2025
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:	NorthEast Transportation Training and Certification Program, Winchendon, MA		
Brief Description of Goods/Services/Grant:	Concrete Inspector Certification Course for 21 Bridge associates		

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 MaineDOT Bridge Program, upon recommendation of the Maine Division of FHWA, agreed to have all Bridge Program field personnel get training/certification through the Northeast Transportation Training and Certification Program (NETTCP) for the Concrete Inspector course. This is a different certification than the ACI Concrete Field-Testing Technician Grade 1 certification that is offered twice per year. Where the ACI certification is strictly related to field testing of concrete, the NETTCP Concrete Inspector course gets into concrete field operations, including pre-placement, placement and post-placement activities related to structural concrete. The Bridge Program is currently working with NETTCP to provide a Concrete Inspector class for its field people, to be held in Maine. The dates for this in-person training look like they will be held February 5 through 7, 2025 (the location has yet to be determined).</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>NETTCP is the only vendor that offers this course that is mandatory for all Bridge Personnel</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>This is the rate for all attendees who take this course we usually have just a handful of folks taking the certification at a time, but this was the 21 individuals that needed to take the course</p>
4. Describe the plan for future competition for the goods or services.	<p>There is no other plan as this is the only institute with this certification needed for MaineDOT Bridge personnel</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.	


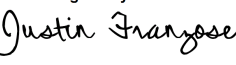
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	William Pulver, C.O.O.	Date:	2-14-2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	3/19/2025