



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:		Department of Agriculture, Conservation & Forestry, Forest Health and Monitoring	
Department Contract Administrator or Grant Coordinator:		Jeff Harriman	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,680.00	Advantage CT / RQS #:	RQS 01A 20220314-1007
CONTRACT	Proposed Start Date:	3/14/2022	Proposed End Date: 4/29/2022
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:		H.A. Stiles 386 Bridgton Rd Westbrook, ME 04092	
Brief Description of Goods/Services/Grant:		¾"x1' red oak dowels	

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 checked="" 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.

MFS FHM FIA was awarded a Forest Inventory Grant to conduct the statewide survey for forest inventory. Part of the grant was to purchase the wooden dowels for monumentation for all subplots and microplots for each plot.

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

Wooden dowels have been the choice for monumenting forest inventory plots and do not leave any waste or harm to properties. Remeasurements plots require the crews to use the same location used from the previous survey. We have tried other vendors that will supply different species but have found most to breakdown due our seasonal conditions.

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

Cost cannot be compared as other manufactures produce a similar product but use different tree species that do not withstand seasonal conditions

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

The division will continue to look for other vendors in the future that can provide a similar product.

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):	DocuSigned by: <i>Randy Charette</i>		
Typed Name:	Randy Charette	Date:	3/21/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	william J.E. Allen	Date:	4/1/2022