



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT/AMENDMENT/GRANT type, and dates.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: Justification type (A-L) and checkbox.

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.

Maine Won't Wait, the state's four year climate action plan, sets ambitious targets for adoption of electric vehicles. A key component to safely reaching those targets is providing training to first responders who are involved in incidents involving electric vehicles. This contract will provide safety response training for up to 100 firefighters, provided by the only accredited fire safety response training provider in the US.

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

The provider, the National Fire Protection Agency (NFPA), is the national agency which sets standards for fire fighting training and operational response across the country. They are the **only** public-sector, professional, and accredited agency who offer this training; while other private-sector entities have training available, it is neither accredited nor peer reviewed. The State of Maine Department of Public Safety and State Fire Marshall's office has a long history of working with NFPA; and the Maine Fire Service Institute is required to offer training which follows nationally adopted standards.

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

NFPA's seminar costs are standardized and reasonable; they include training, instructional materials, and instructor travel costs.

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

NFPA accredited training will continue to be the standard for fire service training in the future, unless and until the Maine Fire Service Institute is able to adopt its own curriculum for emerging technologies (electric vehicles, solar, energy storage) and hire a permanent specialty instructor. For this reason, we expect that future training needs will be contracted directly with this provider.

### 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:	Hannah Pingree	Date:	3/25/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/18/2024