## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) <u>over \$5,000</u> 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 Of	Governo	Governor's Energy Office						
Department Co	-							
	Lisa Smi	Lisa Smith						
(If applicable) Department Reference #:		Informat	Heating Fuel Price Data Collection: U.S. Energy Information Administration, State Heating Oil and Propane Program					
Amount: (Contract/Amendment/Grant) \$ \$7,330		30	Advantage CT / RQS #: 20190103*200		90103*2005			
CONTRACT	Proposed Start Date	10/1/201	8	Proposed End [	Date:	9/30/2022		
AMENDMENT	Original Start Date	3/30/202	24	Effective Date:		8/31/2024		
	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:			Environmental and Energy Technology Council of Maine (E2Tech), Portland, Maine					
Brief Description of Goods/Services/Grant:			Vendor will collect delivered fuel price data year round and provide data to Department in an agreed upon format.					

PART II: JUSTIFICATION FOR VENDOR SELECTION							
Check the box below for the justification(s) that applies to this request. (Check all that apply.)							
	A. Competitive Process		G. Grant				
$\boxtimes$	B. Amendment		H. State Statute/Agency Directed				
$\boxtimes$	C. Single Source/Unique Vendor		I. Federal Agency Directed				
	D. Proprietary/Copyright/Patents		J. Willing and Qualified				
	E. Emergency		K. Client Choice				
	F. University Cooperative Project		L. Other Authorization				

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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 Governor's Energy Office (GEO) conducts a weekly heating fuel price survey on behalf of the U.S. Energy Information Agency (EIA). For the last several years, it has consisted of weekly contact with 50-55 heating fuel retailers to obtain prices as well as maintain excel spreadsheet over time. In 2019, the survey the U.S. EIA expanded the survey to approximately 120 heating fuel retailers. Due to the popularity of this information (with the public), and the limited staffing resources of the office, the GEO has utilized a subcontractor to obtain the weekly prices, thus freeing up staff for more complex work.

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

The current vendor, Environmental and Energy Technology Council of Maine (E2Tech), has been performing this price survey for the GEO for the last 7-8 years. They are, at this point, uniquely familiar with the data collection process, the retailers, and the security measures required by the U.S. EIA regarding the confidentiality of the data. It would take considerable effort (and time) for the GEO to bring another vendor up to speed on the requirements, even if there were other vendors interested in this work for the limited budget available. There were no additional vendors interested in bidding on this work during the last RFP (201808156) issued, which was in late 2018.

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

Rates were negotiated with the vendor and are fair and reasonable, the vendor brings unique experience and expertise on a topic of high importance for the State of Maine.

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

If services are needed beyond the anticipated renewal periods in RFP 201808156, a process to determine an appropriate vendor will occur.

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 <u>Title 17</u>, <u>Chapter 101</u>, <u>§3104</u>.

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PART VI: APPROVALS							
The signatures below indicate approval of this procurement request.							
Signature of requesting Department's Commissioner (or designee):	De By						
Typed Name:	Dan Burgess	Date:	3/29/2024				
Signature of DAFS Procurement Official:	DocuSigned by:  Kathy, Pagnette  41C2BA36FAF44CD						
Typed Name:	Kathy Paquette	Date:	4/22/2024				

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