



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 and 10 rows containing procurement details such as Department Office, Amount (\$7,330), Dates, and Vendor information.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
List of options A-L with checkboxes.

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 [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:	Dan Burgess	Date:	3/29/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/22/2024