



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:	DMR/BMS/Ecology and the Environment		
Department Contract Administrator or Grant Coordinator:	Jason Phippen/HQ Finance		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 6,626.24	Advantage CT / RQS #:	13A 20250402000000001416
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Billings Diesel and Marine Services Inc Stonington, ME	
Brief Description of Goods/Services/Grant:		Refit and items for the RV Maine to update and get it ready for operation	

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.

This was for a refit of the RV Maine for the Bureau of Marine Science. The refit was done to update systems on the boat, repair structural running gear, navigation lights, and other necessities that are crucial to making RV Maine legal and safe.

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

The vendor has a long history of working and repairing boats of this size and is the distributor for the recent engine install for the RV maine. Billings Diesel has also worked on Marine Patrol vessels in the past as well.

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

The rate was standard for this work. The vendor has provided mini bids for DMR vessels and recently have given quotes on the repairs to the RV maine that were comparable to other boat yards.

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

In the future quotes from other boat yards will be obtained to choose the best vendor.

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); 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):	 Erin Summers (Apr 3, 2025 12:59 EDT)		
Typed Name:	Erin Summers, Acting Director	Date:	03/04/2025
Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B..</small>		
Typed Name:	Martha verhille	Date:	4/8/2025

PJF RQS 13A 20250402-1416

Final Audit Report

2025-04-03

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