



## 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:	DEP/BRWM/Response		
Department Contract Administrator or Grant Coordinator:	Jesse Clark		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$18,900	Advantage CT / RQS #:	CT #20250313*2090
<b>CONTRACT</b>	Proposed Start Date:	<b>7/1/2025</b>	Proposed End Date: 8/31/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Tanner Industries Inc Southampton, PA		
Brief Description of Goods/Services/Grant:	Specialized Ammonia Training for Response Services		

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 two day training will cover risk-based response decisions and determine response tactics involving an ammonia leak or incident, based on ammonia's characteristics, type of releases being encountered, indoor/outdoor situations/hazards/concerns, types of container/packaging and an assessment of the event. Response Services has not had ammonia specific training in the last 8 years.

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

Tanner is a full-service specialty chemical company involved with the distribution of anhydrous ammonia and ammonium hydroxide and is a leader in emergency response training. Tanner is a 9-time winner of Transcaer Chairman's Award has. Tanner Industries offers unique specialized on-site ammonia safety and emergency response training with live chemical release.

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

The rates have not changed over the past year. The DEP will share the cost of the training with the Maine Emergency Manage Agency (MEMA). MEMA will reimburse the Department a total of \$6,708.00 and provide lunch for both days.

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

The Response Services will continue to search for the high skilled and reasonably priced trainers.

### 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):			
Typed Name:	David R. Madore for Melanie Loyzim	Date:	Apr 3, 2025
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	4/10/2025