



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Marine Resources, Bureau of Marine Patrol	
Department Contract Administrator or Grant Coordinator:		HQ Finance/Steve Ingram	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage CT / RQS #:	20240514000000003215
Amount: (Contract/Amendment/Grant)	\$ 15,000		
CONTRACT	Proposed/Original Start Date:	6/1/2024	Proposed/Most Recent End Date: 6/1/2026
AMENDMENT	New Effective Date:	4/1/2026	New End Date (if Applicable): 6/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Wolverton Aviation, Union, ME	
Brief Description of Goods/Services/Grant:		Flight training, Flight Services, Expenses to attend Kodiak Recurrency Training.	

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 checked="" 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. Higher Education 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.

The Maine Marine Patrol is in the process of training a new pilot. The present Marine Patrol Pilot Supervisor requires on-going recurrency training by an FAA Certified Flight Instructor (CFI/CFII) with extensive experience in turbine powered amphibious aircraft, as well as extensive Instrument Flight Instruction. The Marine Patrol Pilot Supervisor has been medically grounded for two brief periods in the past year, and Pilot Services were required of the vendor who has Kodiak 100 amphibious experience and specific job knowledge through his previous experience as Chief Pilot of the Maine Warden Service. The vendor makes himself available at a moment's notice and was able to serve as Pilot in Command on numerous occasions during the past 12 months. The vendor is due to attend Kodiak re-currency training this year and a portion of the contract will pay for expenses.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

There are no other Certified Flight Instructors in the State of Maine with the experience that Roger Wolverton has in amphibious turbined powered aircraft. He has extensive time training state pilots in float plane operations, bush-like conditions, emergency procedures, turbine engine operations, and instrument flight as the former Chief Warden Pilot for the Maine Warden Service and Penobscot Island Air. Mr. Wolverton ia a former airline transport pilot for American Eagle/American Airlines with extensive time logged flying throughout the continental United States. Mr. Wolverton has provided flight training for the Marine Patrol Pilot over the past 20 years. The Maine Marine Patrol sent Mr. Wolverton to Kodiak amphibious aircraft training at Parkwater Aviation in Spokane, Washington in 2024 for him to be qualified to instruct in the bureau's new aircraft. He is also insured on the State of Maine's Aviation Insurance Policy.

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

Roger Wolverton's rates are in line with the rates of other Certified Flight Instructors in the State.

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

The Maine Marine Patrol is always on the lookout for experienced Certified Flight Instructors with the ability to conduct amphibious float training in our unique operating environment, but it will be a loss to the state when Mr. Wolverton finally retires. We may need to go outside the State of Maine to find an instructor with the same level of experience as he has.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

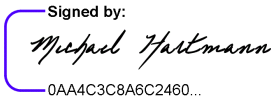
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Matt Talbot, Colonel, BMP	Date:	04/07/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  0AA4C3C8A6C2460...		
Typed Name:	Michael Hartmann	Date:	4/8/2026

PJF CT 20240514-3215 Amendment 4-1-2026

Final Audit Report

2026-04-07

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