



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

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

Department Office/Division/Program:		Department of Marine Resources – Bureau of Marine Patrol	
Department Contract Administrator or Grant Coordinator:		Captain Colin MacDonald	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5720.61	Advantage CT / RQS #:	13A 20240426000000001530
CONTRACT	Proposed Start Date:	2/7/2024	Proposed End Date: 3/31/2024
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:		Maine Instrument Flight 215 Winthrop St Augusta, ME 04330 207.622.1211	
Brief Description of Goods/Services/Grant:		Emergency Aircraft Repairs	

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 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 checked="" 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.

The Department operates and maintains a single aircraft asset for coastal law enforcement and search and rescue operations. During a routine required FAA aircraft inspection, Pilot Ingram observed an oil leak specific to the propeller blades. Removed Propeller from N714JQ for overhaul due to blade leak. All work done IAW Hartzell Manual 115N.needed repairs to the aircraft were identified including repair to the horizontal stabilizer. The identified leak during the inspection resulted in the aircraft being deemed not airworthy until the repairs could be made.

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

The required repairs to the Department's aircraft were identified during a routine aircraft inspection, therefore, this expense was unplanned. The Department provides coastal search and rescue operations with this aircraft and immediate repair was necessary for the aircraft to be available for service. The selected vendor is a licensed and qualified aircraft mechanic capable and willing to complete the necessary work. The Department has utilized the vendor's services in the past and due to the aircraft being deemed not airworthy pending repair, it was in the Department's best interest to have the aircraft repaired on site.

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

The cost of this repair, although higher than initially expected, is in line with industry norms and was the most reasonable option for the necessary work, whereas the vendor was onsite and did not require the Department to incur the added cost of having the plane transported to another facility. The aircraft repair work was invoiced (INVOICE # EBIS MIF01004) and totaled \$5,720.61.

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

The Department routinely utilizes the RQS and RFP processes for procurement of goods and services over \$5000.00 and will continue to do so as necessary.

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: APPROVALS

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Patrick Keliher, Commissioner	Date:	3/29/24
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	william J.E. Allen	Date:	5/1/2024

NOI 0520240501