



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.

Table with 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office/Division/Program, Amount, Proposed Start/End Dates, Vendor Name, and Brief Description.

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Contains a checklist of justification options (A-L) with checkboxes for selection.

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 purpose of this contract is to provide training to Department technical staff in logging, classifying, and interpreting soils at investigation and remediation sites. Accurate classification and interpretation of soils and soil sequences helps to identify zones of contaminant accumulation and migration and to identify appropriate remediation options. There are many new technical staff at DEP that will benefit from receiving formal training on this topic. Veteran staff will benefit from a refresher to recalibrate their soils classification.

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

The selected vendor, Dan Kelleher from Midwest Geosciences Group, is a highly respected instructor in the environmental hydrogeology field. Dan has been providing training on soils classification and interpretation since the late 1990's to groups world-wide. Dan has offered an excellent opportunity to bring this unique training to Maine and customize it to the needs of the DEP at a very reasonable cost.

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

Dan is providing this training at a significantly reduced cost. Typical single attendee registration for the online version of this course is \$499/ attendee. Dan is providing the DEP 2 sessions of this training over 2 consecutive days at a total cost of \$7,380. Approximately 30 DEP staff will attend bringing the individual cost per attendee for the in-person training to less than \$250.

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

This is a single source/unique vendor contract. No competitive process is planned.

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:	David R. Madore for Melanie Loyzim	Date:	Apr 23, 2024
Signature of DAFS Procurement Official:			
Typed Name:	kathy Paquette	Date:	5/2/2024