



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:	Marine Resources/Bureau of Marine Science			
Department Contract Administrator or Grant Coordinator:	Jarrod Desjardins/HQ-Finance			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 8,109.05	Advantage <u>CT</u> / RQS #:	13A	20240514000000003236
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date:	6/30/2025
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:		Boothbay Region Dis dba Giles Rubbish- Boothbay, ME		
Brief Description of Goods/Services/Grant:		Rubbish removal from Boothbay Harbor facility		

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.	Rubbish removal is essential for day-to-day operations at DMR’s Boothbay facility.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Giles rubbish is the only vendor in the area with the capabilities to do this kind of waste disposal. We have large waste barrels filled with dead fish carcasses. There are no other vendors within a reasonable distance who are willing to handle this kind of waste.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Negotiated cost is fair and reasonable for the services provided. As stated, there are no other vendors willing to take on this job.
4. Describe the plan for future competition for the goods or services.	Currently, Giles rubbish is the only option for refuse services. Should other companies become available, DMR will reach out for quotes.

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) – 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	
Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?	
<input checked="" type="checkbox"/> Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.	

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Carl Wilson (May 14, 2024 14:05 EDT)		
Typed Name:	Carl Wilson, Director of Marine Science	Date:	5/14/2024
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/17/2024







PJF- CT 13A 20240514-3236

Final Audit Report

2024-05-14

Created:	2024-05-14
By:	Amanda Webb (amanda.webb@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARS1oUklxpdglEmycxaJ4RX1aoNszSsl3

"PJF- CT 13A 20240514-3236" History

-  Document created by Amanda Webb (amanda.webb@maine.gov)
2024-05-14 - 6:04:06 PM GMT
-  Document emailed to Carl (carl.wilson@maine.gov) for signature
2024-05-14 - 6:04:12 PM GMT
-  Email viewed by Carl (carl.wilson@maine.gov)
2024-05-14 - 6:04:31 PM GMT
-  Signer Carl (carl.wilson@maine.gov) entered name at signing as Carl Wilson
2024-05-14 - 6:04:58 PM GMT
-  Document e-signed by Carl Wilson (carl.wilson@maine.gov)
Signature Date: 2024-05-14 - 6:05:00 PM GMT - Time Source: server
-  Agreement completed.
2024-05-14 - 6:05:00 PM GMT