



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		DACF/Maine Forest Service/Forest Protection Division		
Department Contract Administrator or Grant Coordinator:		Jennifer Wright		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 150,000.00	Advantage CT / RQS #:	MA 18P220302*82
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date:	10/31/2025
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:		Summit Helicopters PO Box 909 Salem, VA 24153		
Brief Description of Goods/Services/Grant:		Extension of master agreement for helicopter parts, repair/modification, and overhaul services to allow for RFP process.		

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
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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.	<p>The Forest Protection Division operates a fleet of light (Bell 407) and medium (Bell UH-1H) helicopters, with the primary missions of fire suppression, search and rescue (SAR), and disaster response. While the division maintenance personnel can handle many repairs and modifications, some maintenance (both planned and unplanned) exceeds the capabilities of our facilities and staff. It is vital to the state and the division that these aircraft are returned to service as quickly as possible.</p> <p>It is essential to work with a maintenance and overhaul facility that can purchase all the parts for a particular project involving multiple aircraft. This allows us to budget for the parts and labor without having to go out to bid for each aircraft. Having a master agreement will also allow us to save money ordering parts and not have to visit various maintenance facilities across the country to get major modifications completed.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Summit Helicopter is a veteran-owned Bell Customer Service Facility (CSF), which means it is authorized to maintain, repair, overhaul, and refurbish all the Bell helicopters that the Forest Protection Division operates, including the 407, 204/205, and the OH-58.</p> <p>Summit Helicopter is the only Bell CSF within one day's helicopter flight from Maine. It provides field maintenance and overhaul services for each type of helicopter the Division operates. Additionally, it offers a 7% discount on all parts purchased and will install parts supplied by the Division.</p> <p>Summit Helicopter is a diversified company that owns a fixed-wing King Air 200 aircraft they use when mechanics are needed in different parts of the country. The Forest Protection Division helicopters are carded with the U.S. Forest Service and can be used anywhere in the country. If emergency maintenance is required for any of our helicopters flying out of state, Summit Helicopter is able to fly parts and mechanics directly to the helicopter location for repairs. If necessary, the company has a custom-built air-ride trailer that could be used to transport any of our helicopters or large components by road.</p> <p>Click or tap here to enter text.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The Aviation Branch routinely checks prices from reputable companies around the country that have done this type of work in the past. Summit Helicopter consistently has prices that are similar or lower than those of other Bell CSFs. Additionally, they are the only Bell CSF in this part of the country that is authorized to maintain and overhaul components for both the light and medium Bell helicopters that we operate.</p>
4. Describe the plan for future competition for the goods or services.	<p>The Forest Protection Division will be post an RFP immediately to ensure the next Master Agreement is issued using OSPS competitive bid processes.</p>

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):

DocuSigned by:

Aimee Carlton

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Typed Name:

Aimee Carlton

Date:

5/1/2025

Signature of DAFS
Procurement Official:

Signed by:

William J.E. Allen

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Typed Name:

william J.E. Allen

Date:

5/5/2025

NOI 0520250385 05/05/2025 - 05/11/2025