



### 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:		Marine Resources/Bureau of Marine Patrol	
Department Contract Administrator or Grant Coordinator:		HQ Finance/Colonel Matt Talbot	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 20,590.00	Advantage <u>CT</u> / RQS #:	13A 20250424000000002502
CONTRACT	Proposed Start Date:	4/21/2025	Proposed End Date: 4/21/2026
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; Augusta, ME	
Brief Description of Goods/Services/Grant:		Instrument Flight 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 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.

The Maine Marine Patrol is in a position where they need to train a second pilot to augment their aviation program to ensure adequate licensed pilot availability.

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

Maine Instrument Flight is the premier flight school in central Maine. They have been training new pilots since 1946. They have a fleet of training aircraft, multiple flight instructors, and their own maintenance operation that services their aircraft. Their flight training takes place in Augusta, Bangor, and Brunswick. They have been a reliable operation for 79 years. The officer attending training is based in Bowdoin, so availability to Brunswick and/or Augusta is necessary so he may remain responsive to his patrol duties without significant travel time.

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

Maine Instrument Flight's rates are in line with the rates of other flight training operations 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 financially competitive businesses. Flight training is generally a regional operation. Maine Instrument Flight conducts flight training in both the Augusta and Brunswick areas, which is conducive to where the new Marine Patrol Pilot resides.

### 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):			
Typed Name:	Matthew Talbot, Colonel	Date:	24/04/2025
Signature of DAFS Procurement Official:	<p>DocuSigned by:</p>  <p>891CE7A1493D45B...</p>		
Typed Name:	Martha verhille	Date:	5/7/2025

# PJF CT 13A 20250424-2502

Final Audit Report

2025-04-24

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