



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:		Matt Talbot/HQ Finance		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 25,515	Advantage CT/ RQS #:	13A 20240925000000000835
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	9/23/2024	Effective Date:	4/30/2025
	Previous End Date:	9/22/2025	New End Date:	N/A
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Horizon Aircraft Services LLC 100 Airport Rd, Hanger 100-6 Old Town, ME 04468		
Brief Description of Goods/Services/Grant:		Repair of discrepancies found on Marine Patrol Aircraft N714JQ during Annual Inspection.		

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 checked="" 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 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's Cessna 185 Skywagon (N714JQ) recently underwent an engine repower and annual inspection. There were many discrepancies found during the inspection process that are not covered by the original contract.

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

Horizon Aircraft Services LLC performed an engine replacement and annual inspection on N714JQ. As a result of the inspection, many discrepancies were identified by Horizon and needed to be repaired in order for the aircraft to be airworthy and returned to service.

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

Horizon Aircraft Services LLC's work is exceptional. Their rates are in line with rates of other aircraft maintenance repair facilities 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 aircraft maintenance repair facilities. Due to the inability to fly N714JQ because of its airworthiness status, the maintenance repair work had to be performed by Horizon Aircraft Services LLC.

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):	<i>Carl Wilson</i> Carl Wilson (May 16, 2025 15:12 EDT)		
Typed Name:	Carl Wilson, Commissioner	Date:	16/05/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	5/20/2025


PJF CT 13A 20240925-0832 Amendment 4-30-25


Final Audit Report

2025-05-16


Created:	2025-05-15
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAz-74IUSmsGLdAlzGh-nEdbt-9EpWhG0S


"PJF CT 13A 20240925-0832 Amendment 4-30-25" History

 Document created by Mickenzy Breton (mickenzy.breton@maine.gov)
2025-05-15 - 5:29:46 PM GMT

 Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature
2025-05-15 - 5:29:50 PM GMT

 Email viewed by Carl Wilson (carl.wilson@maine.gov)
2025-05-16 - 7:12:27 PM GMT

 Document e-signed by Carl Wilson (carl.wilson@maine.gov)
Signature Date: 2025-05-16 - 7:12:48 PM GMT - Time Source: server

 Agreement completed.
2025-05-16 - 7:12:48 PM GMT