



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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 207-624-6564 HQ-Finance.DMR@maine.gov | | |
| (If applicable) Department Reference #: | | | | |
| Agency Department Code: | 13A | Advantage CT / RQS #: | 20250501000000002568 | |
| Amount: (Contract/Amendment/Grant) | | \$ 22,660.00 | | |
| CONTRACT | Proposed/Original Start Date: | 8/1/2025 | Proposed/Most Recent End Date: | 7/31/2026 |
| AMENDMENT | New Effective Date: | 5/1/2026 | New End Date (if Applicable): | 6/30/2027 |
| 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: | | Aircraft Hanger Rental & Tie Down | | |

| 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 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. Higher Education 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 needs to rent an aircraft hangar capable of housing its Kodiak Amphibious aircraft on a year-round basis. The location needs to be in-close-proximity to the Marine Patrol Pilot due to the emergency nature of our work and the need to respond quickly to public safety calls for service and search & rescue missions. Due to the height of the aircraft, there are very few options available within an hour's commute and only one local to the Marine Patrol Pilot. The Maine Marine Patrol also needs to hanger a second aircraft for 6 months and utilize an outdoor "tie-down" for 6 months.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The MMP aircraft needs to be housed in a hangar that has a door height opening of 18 feet or greater. Maine Instrument Flight in Augusta has a corporate hangar with a door opening height of 19 feet, 10 inches. Maine Instrument Flight is located at the Augusta State Airport and is a 12-minute commute from the Marine Patrol Pilot's residence which is necessary for emergency response. Both Marine Patrol aircraft need to be based at the same airport.

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 other aircraft hangars of this size.

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

If an alternative was found at a reasonable cost and a short commute time for the Marine Patrol Pilot, the Department would consider it in the future. The only other alternative would be for the State to build its own hanger to house State aircraft.

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) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

| | | | |
|--|---|-------|------------|
| Signature of requesting Department’s Commissioner (or designee): |  | | |
| Typed Name: | Matt Talbot, Colonel, BMP | Date: | 04/28/2026 |

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

| | | | |
|--|--|-------|--|
| Signature of requesting Department’s Commissioner (or designee): | | | |
| Typed Name: | | Date: | |

****OSPS Section Only****

| | | | |
|---|---|-------|----------|
| Signature of DAFS Procurement Official: | Signed by:  41C2BA36FAF44CD... | | |
| Typed Name: | kathy blais | Date: | 5/4/2026 |

PJF CT 13A 20250501-2568 Amendment 5-1-2026

Final Audit Report


2026-04-28

| | |
|-----------------|---|
| Created: | 2026-04-28 |
| By: | Philip Cornelison (Philip.Cornelison@maine.gov) |
| Status: | Signed |
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