



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:	ENVIRONMENTAL PROTECTION/ Division of Water Quality			
Department Contract Administrator or Grant Coordinator:	Judy Bruenjes			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage CT / RQS #:	06A 20230608*3606	
CONTRACT	Proposed Start Date:	7/1/2023	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:	New England Interstate Water Pollution Control Commission (NEIWPCC)			
Brief Description of Goods/Services/Grant:	Develop and deliver training classes to Maine's Wastewater Treatment Plant Operators.			

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

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.

NEIWPC will establish annually a JETCC training schedule of workshops designed for Maine's wastewater treatment plant operators. This contract provides 2 years of goods and services.

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

The Department has a longstanding relationship with JETCC. JETCC was established in 1985 to implement the requirements of Title 32 M.R.S.A. section 4173 that requires that the Department of Environmental Protection to administer a continuing educational program for people engaged in water pollution control activities. JETCC is a program administered by the New England Interstate Water Pollution Control Commission (NEIWPC), the Provider of this contract.

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

The Maine Legislature, through P.L. 2013, ch. 591, has directed that the Department provide \$20,000 for the purpose of supporting the Maine Joint Environmental Training Coordinating Committee (JETCC) in its development and implementation of water pollution control, water quality protection and other environmental training programs.

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

This is directed by the Maine Legislature through PL 2013, CH 591

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

David R. Madore for Melanie Loyzim

Typed Name: Melanie Loyzim

Date: Jun 16, 2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille
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Typed Name: Martha verhille

Date: 6/23/2023