



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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:		DACF/Bureau of Parks & Lands	
Department Contract Administrator or Grant Coordinator:		Stephen Richardson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 123,235	Advantage CT / RQS #:	RQS 01A- 20240521*01673
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Dirigo Bridge, Madison, ME	
Brief Description of Goods/Services/Grant:		(1) 20'x28' and (1) 24'x28' concrete box culvert with associated footers & abutment blocks per specifications	

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 checked="" 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.

Culverts are needed to repair significant washouts on public/timber access roads that are causing public safety issues, environmental degradation and stopping timber management which is the Bureau's main source of income. Delay could result in a catastrophic accident involving the public, major environmental damage and fines along with financial instability of the Bureau.

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

Vendor has supplied quality products in the past and is able to meet the required timeline.

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

Vendor has always been the low bidder on competitive bids of similar products in the past. Rates quoted match their publicly available price list.

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

Competitive bid or issuance of master agreement.

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: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:
Randy Charette
8F3DD450C23241F...

Typed Name:

Date:

5/22/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen
2D5B8E39F57E44A...

Typed Name:

william J.E. Allen

Date:

6/4/2024