



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:		Marine Resources/Bureau of Marine Patrol	
Department Contract Administrator or Grant Coordinator:		HQ Finance 207-524-6564 HQ-Finance.DMR@maine.gov	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,410.00	Advantage CT / RQS #:	13A 2024051400000003215
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date: 6/1/2025
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:		Wolverton Aviation 659 Overlock Hill Road, Union, ME 04862	
Brief Description of Goods/Services/Grant:		Provide transition turboprop amphibian flight instruction and follow-on training in emergency procedures and float training. Also provide instrument recurrency flight training and aircraft ferry service from Washington State to Maine.	

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 has purchased a new \$3.5 million dollar turbine powered amphibious aircraft. The present Marine Patrol Pilot will require transition training to this aircraft as well as ongoing recurrency training by an FAA Certified Flight Instructor (CFI/CFII) with extensive experience in turbine powered amphibious aircraft. The aircraft will also need to be ferried on a cross country flight from Washington State to Maine.

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

There are no other Certified Flight Instructors in the state system with the experience that Roger Wolverton has in amphibious turbine powered aircraft. He has extensive time training state pilots in float plane operations, bush like conditions, emergency procedures, and instrument flight as the former Chief Warden Pilot for the Maine Warden Service and Penobscot Island Air. Mr. Wolverton is a former airline transport pilot for American Eagle/American Airlines with extensive time logged flying throughout the continental United States. Mr. Wolverton has provided flight training to the Marine Patrol Pilot over the past 20 years. He is also insured on the State of Maine's Aviation Insurance Policy.

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

Roger Wolverton's rates are in line with rates of other Certified Flight Instructors 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 experienced Certified Flight Instructors with the ability to conduct amphibious float training in our unique operating environment, but it will be a loss to the state when Mr. Wolverton finally retires. We may need to go outside the State of Maine to find an instructor with the same level of experience as he has.

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.

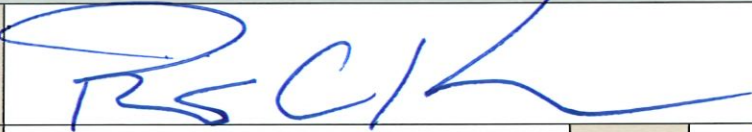
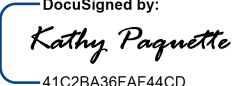
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Patrick Keliher, Commissioner	Date:	4/12/24
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/6/2024

Wolverton Aviation
Flight Instruction & Pilot Services

INVOICE

659 Overlock Hill RD.
 Union, Me. 04862
 Phone 207 522 6674
rogerwolverton@gmail.com

INVOICE: ESTIMATE

DATE: 4/11/24

TO: STEVE INGRAM
 Marine Patrol

FOR: INSTRUCTOR PILOT SERVICES

DESCRIPTION	HOURS	RATE	AMOUNT
Estimate for expenses: instructor Pilot and Training including travel to and return from Spokane Wa. KEGG			
1. Airfare			\$600
2. Hotel 13 nights X 13 @ \$200			\$2600
3. Food and incidentals 13 nights X \$70			\$910
4. Pilot instructor Services: Flat Rate: \$3500			\$3500
5. Additional flight training prior to Kodiak School, (Instrument Currency and procedures) 3days		\$400/day	\$1200
6. Additional Flight Training post Kodiak Training.4 days		\$400/day	\$1600
THIS IS AN ESTIMATE ONLY			
TOTAL			\$10410.00

Make all checks payable to Roger Wolverton

Thank you for your business!