



## 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, BRWM, Response		
Department Contract Administrator or Grant Coordinator:	Greg OBrien		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage CT / RQS #:	CT #20240418*2884
<b>CONTRACT</b>	Proposed Start Date:	<b>6/1/2024</b>	Proposed End Date: 5/31/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine Yacht Center Portland, ME		
Brief Description of Goods/Services/Grant:	Repairs and maintenance for OSRV Eufemia		

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.	This vendor will perform services for the Department including, but not limited to, removal of vessel from water, cleaning and inspecting hull, placement on stands, painting vessel hull, servicing jet and any additional painting/repairs/services mutually agreed to between parties.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	In addition to long standing repair and maintenance history with this vendor, the OSRV Eufemia has a unique propulsion system (jet propelled) and this local vendor employs factory certified technicians.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Groundwater funds will be used.
4. Describe the plan for future competition for the goods or services.	An RFP will be completed if there are more marinas that are able to provide the specialized services on our OSRV Eufemia.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):			
Typed Name:	David R. Madore for Melanie Loyzim	Date:	Jun 6, 2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/7/2024