



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:		Department of Agriculture, Conservation and Forestry/Maine Geological Survey	
Department Contract Administrator or Grant Coordinator:		Amber Whittaker	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,152.00	Advantage CT / RQS #:	CT 01A 20240611*3653
CONTRACT	Proposed Start Date:	<b>7/1/2024</b>	Proposed End Date: 5/30/2025
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:		University of Maine at Presque Isle 181 Main Street, Presque Isle, ME 04769	
Brief Description of Goods/Services/Grant:		Student intern, thin section, geochemical analysis to support Geologic Mapping for the STATEMAP FY24 project	

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.

A contract field assistant, thin sectioning, and geochemical analyses are needed for the Maine Geological Survey (MGS) to fulfill its obligation under the U.S. Geological Survey's STATEMAP FY24 program to provide bedrock geologic maps of portions of northern Maine by May 2025. This contract provides a field assistant for geologic mapping in remote areas of northern Maine. It also provides funding for thin sectioning and geochemical analyses of rocks from the mapping area.

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

The funding will support a student intern to assist University of Maine at Presque Isle (UMPI) Professor Chunzeng Wang in his field activities in remote areas of northern Maine. Professor Wang is engaged for this work through a separate service contract. There is a pool of UMPI students available and UMPI has access to rock analysis resources for the thin sectioning and geochemical analyses; the intern will assist with sample preparation and analysis.

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

The rate the Maine Geological Survey pays field assistants (\$15/hour) is competitive in the marketplace where the minimum wage is \$14.15. Rates for sample preparation and lab analysis are for in-house users, and thus are lower than any rates available to the public. Funding for the intern will be provided through the Maine Geological Survey's general fund intern position. Funding for analyses is provided through the federal STATEMAP grant.

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

This contract directly supports our mission to train more students to investigate and compile geologic maps. Qualified geologists available to contract with us and other state surveys are becoming increasingly rare. Financial support for student interns is a critical component of preparing students to enter the workforce.

### 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):			
Typed Name:	Amanda E. Beal, Commissioner	Date:	6/13/2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	kathy Paquette	Date:	6/17/2024