



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:		Maine State Prison	
Department Contract Administrator or Grant Coordinator:		Robert Walden, Deputy Warden	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,933.60	Advantage CT / RQS #:	03B 20240614-1800
CONTRACT	Proposed Start Date:	2/1/2024	Proposed End Date: 4/30/2024
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:		Town of Waldoboro Waldoboro, Maine	
Brief Description of Goods/Services/Grant:		Solid Waste Disposal	

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.

Maine State Prison generates approximately 750,000 pounds of solid waste every year. The facility is able to transport its own solid waste to an offsite disposal facility, but requires a location to dispose of its high volume of waste multiple days a week.

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

Maine State Prison currently has a contract with the Town of Waldoboro (CT 03B 20201230*1956) until the end of fiscal year 2024. However, the current encumbered funds are not enough to cover the higher than expected volume of solid waste. A contract amendment is being negotiated with the town, however the Department owes the vendor for invoices from the months of February, March, and April for services already rendered.

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

The rates have remained the same since the contract was originally signed in 2020.

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

The Department sought quotes from all towns within a reasonable distance to Warren, Maine, and only the Town of Waldoboro was willing to accept the volume of solid waste the facility generates. The Department will collaborate with Procurement Services on the next solid waste contract for FY25.

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):	DocuSigned by: <i>Anthony Cantillo</i> 8E48CAE0CCD407...		
Typed Name:	Anthony Cantillo	Date:	6/14/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i> 7006790FB36A449...		
Typed Name:	Michael McNeil	Date:	6/17/2024

NOI 0620240713