

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Public Safety – Maine State Police – Airwing Division		
Department Contract Administrator or Grant Coordinator:		Lt Bruce Scott Jaye Parker		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 15,000	Advantage CT / RQS #:	CT-16A-20210625*3799
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date:	6/30/2022
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:		Maine Instrument Flight Inc Augusta ME		
Brief Description of Goods/Services/Grant:		Aircraft Maintenance		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>The Maine State Police houses one of its Aircraft at the Augusta Airport due to geographic requirements and where there is an on-site Maintenance facility. Aircrafts require mandated inspections and because the aircraft is co-located with the maintenance facility, general maintenance can be accomplished on the aircraft, scheduled inspections can be performed, and unscheduled work can be performed without the need to have the pilots at that</p>

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PART III: SUPPLEMENTAL INFORMATION

location.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Because of where the Aircraft is permanently based and the fact that there is only this one vendor at the site, it would be unrealistic and costly to attempt to move the aircraft to a different location to have the work done.

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

Because of where the aircraft is co-located with the maintenance facility, work can be accomplished on the aircraft, scheduled inspections can be performed, and unscheduled work can be performed without the need to have the pilots at that location. Historically, annual maintenance results in expenses ranging from \$3000 to \$7000. Other periodic expenses are generally less than \$1000. It is impossible to determine an exact amount needed as the costs are determined by what is found during the inspection. The cost to fly the aircraft to another location for maintenance would incur additional expenses such as aircraft fuel, transportation or travel expenses for the pilot.

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

The location of the aircraft housing is contingent with the use of the aircraft and the geographic areas in which the plane is used. Because of where the Aircraft is permanently based there would be no competitive bidding requested unless the housing location changed. However, any large items needed, ie: new motors or structural parts would be quoted out.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Michael Sauschuck</i>		
Printed Name:	Michael Sauschuck	Date:	Jun 25, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Sue H. Garcia</i>		
Printed Name:	<small>E5DB92AC0F8D490</small> Sue H. Garcia	Date:	7/13/2021






PJF for CT-16A-20210625-3799

Final Audit Report

2021-06-25

Created:	2021-06-25
By:	Jaye-Ellen Parker (jaye-ellen.parker@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvHDSxB7Kv81ngRVxYysermeTsTL0JE8U

"PJF for CT-16A-20210625-3799" History

-  Document created by Jaye-Ellen Parker (jaye-ellen.parker@maine.gov)
2021-06-25 - 2:58:12 PM GMT - IP address: 74.124.132.123
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2021-06-25 - 2:58:45 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2021-06-25 - 2:59:59 PM GMT - IP address: 166.182.251.26
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2021-06-25 - 3:00:23 PM GMT - Time Source: server- IP address: 166.182.251.26
-  Agreement completed.
2021-06-25 - 3:00:23 PM GMT