



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 Defense, Veterans and Emergency Management	
Department Contract Administrator or Grant Coordinator:		Tanya L. Schaub, Buyer II	
(If applicable) Department Reference #:		23-033	
Amount: (Contract/Amendment/Grant)		\$ 15,000	Advantage CT / RQS #: CT15A20230731*0208
CONTRACT	Proposed Start Date:	8/1/2023	Proposed End Date: 12/31/2023
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:		The Nature Conservancy 14 Main St. #401 Brunswick, Maine 04011	
Brief Description of Goods/Services/Grant:		Prescribed Fire Services	

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 contract is to address the need for prescribed fire planning, preparation and execution. This is required by the Sikes Act and Army regulations. These services are vital to remain in compliance with said regulations.

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

The Nature Conservancy is a unique vendor in terms of the service they provide for comprehensive prescribed fire services. They are the only provider of this service in New England. The vendor holds RXB2 qualifications under NWCG standards as required by Army Regulations 200-1. The Nature Conservancy owns the appropriate equipment necessary to perform these functions including wildland fire engines, specific tools, pumps etc

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

This vendor has been performing this work for the State of Maine for five years and there has not been an increase in cost. The department believes this to be fair cost for services.

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

If determined by the Environmental Department that there may be another vendor to source for these services, we will put an RQS/RFP out for the next years' service.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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)	DocuSigned by: <i>Scott A Young</i> 8EDC934F194048D...		
Typed Name:	Scott Young, Deputy Commissioner	Date:	02 August 2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sue H. Garcia</i> E5DB92AC0F8D490...		
Typed Name:	Sue H. Garcia	Date:	8/8/2023