



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: | Marine Resources/Bureau of Marine Patrol | | |
| Department Contract Administrator or Grant Coordinator: | HQ Finance 207-624-6564 HQ-Finance.DMR@maine.gov | | |
| (If applicable) Department Reference #: | N/A | | |
| Amount: (Contract/Amendment/Grant) | \$ 20,400 | Advantage <u>CT</u> / RQS #: | 13A 20240725000000000183 |
| CONTRACT | Proposed Start Date: | 8/1/2024 | Proposed End Date: 7/31/2025 |
| 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: | Maine Instrument Flight 215 Winthrop St. Augusta, ME 04330 | | |
| Brief Description of Goods/Services/Grant: | Aircraft Hangar Rental | | |

| 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 Maine Marine Patrol needs to rent an aircraft hangar capable of housing its Kodiak Amphibious aircraft on a year-round basis. The location needs to be in-close-proximity to the Marine Patrol Pilot due to the emergency nature of our work and the need to respond quickly to public safety calls for service and search & rescue missions. Due to the height of the aircraft, there are very few options available within an hour's commute and only one local to the Marine Patrol Pilot.

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

The MMP aircraft needs to be housed in a hangar that has a door height opening of 18 feet or greater. Maine Instrument Flight in Augusta has a corporate hangar with a door opening height of 19 feet, 10 inches. Maine Instrument Flight is located at the Augusta State Airport and is a 12-minute commute from the Marine Patrol Pilot's residence which is necessary for emergency response.

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

Maine Instrument Flight's rates are in line with other aircraft hangars of this size.

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

If an alternative was found at a reasonable cost and a short commute time for the Marine Patrol Pilot, the Department would consider it in the future.

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: Colonel Matt Talbot

Date: 7/25/2024

| | | | |
|--|--|-------|----------|
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B... | | |
| Typed Name: | Martha verhille | Date: | 8/2/2024 |

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Final Audit Report

2024-07-25

| | |
|-----------------|---|
| Created: | 2024-07-25 |
| By: | Mickenzy Breton (mickenzy.breton@maine.gov) |
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