



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 Marine Resources – Bureau of Marine Patrol			
Department Contract Administrator or Grant Coordinator:	Colonel Matt Talbot/HQ-Finance			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 8,800.00	Advantage CT / RQS #:	13A	20240726000000000129
CONTRACT	Proposed Start Date:	6/27/2024	Proposed End Date:	7/31/2024
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:	Parkwater Aviation 5627 E. Rutter Avenue Spokane, Washington 99212			
Brief Description of Goods/Services/Grant:	Plane rental for pilot training			

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.	DMR is taking delivery of a new aircraft, a Kodiak 100. The Kodiak 100 is significantly different from the Department's current aircraft. The contract for the new plane includes training classes and flight time on a similar aircraft and is provided by Parkwater Aviation through the Department's contract with Kodiak. Pilot Ingram is currently in Spokane Washington attending the training and has requested four additional flight time training hours aboard the training aircraft. It is imperative that Pilot Ingram is competent and comfortable with this new plane by the time the training ends and he has to fly the new aircraft back to Maine.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Pilot Ingram is currently attending the aircraft training at Parkwater Aviation and requires additional time aboard the rented training aircraft.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The costs for rental of the training aircraft are the vendor's regular rates. Not only are there limited vendors with the ability to supply this service, but given Pilot Ingram is currently attending training with this vendor this is the most reasonable and viable option. Funding for the additional training time will utilize agency dedicated revenue from the NOAA Joint Enforcement Agreement.
4. Describe the plan for future competition for the goods or services.	Future competition will utilize the State's competitive procurement processes whenever applicable.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.	

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <u>Meredith Mendelson (Jul 26, 2024 15:45 EDT)</u>		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	07/26/24
Signature of DAFS Procurement Official:			
Typed Name:	Sherri Brooker	Date:	8/12/2024



PJF- RQS 13A 20240726-0129

Final Audit Report

2024-07-26

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