



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns for justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, L. Other Authorization.

**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 Bunk House on Burnt Island needs emergency repairs to make it suitable for DMR's island caretaker to reside in it. These repairs will free up the Keepers House to allow the Keepers of the Burnt Island Light to return to the residence and provide their beloved historic tours.

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

Marden Builders has performed all the island carpentry needs in recent years and is willing to work with DMR and the Keepers group. The company can get this work done before the return of the Keepers to ensure that everyone has adequate housing.

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

Marden Builders costs are in line with other builders in the Boothbay region.

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

Local contractors will be contacted to determine if they have availability and the ability to perform work on the island.

**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):

*Meredith Mendelson*

Meredith Mendelson (Jun 13, 2024 12:26 EDT)

Typed Name:

Meredith Mendelson, Deputy Commissioner

Date:

6/13/24

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Martha Verhille*  
891CE7A1493D45B...

Typed Name:

Martha Verhille

Date:

8/15/2024

# PJF CT 13A 20240607-3619

Final Audit Report

2024-06-13

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-  Document created by Amanda Webb (amanda.webb@maine.gov)  
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