



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 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:	Steve Ingram/DMR Finance			
(If applicable) Department Reference #:	N/A			
Agency Department Code:	13A	Advantage <u>CT</u> / RQS # :	20250709000000000033	
Amount: (Contract/Amendment/Grant)	\$56,961.00			
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Kodiak Aircraft Company Inc- Sandpoint, Idaho		
Brief Description of Goods/Services/Grant:		Design, fabrication, certification, and installation of camera port windows in Maine Marine Patrol's Kodiak 100 fixed wing aircraft for the purpose of photographing endangered Northern Right Whales.		

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. Higher Education 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.

Camera port windows in aircraft are necessary for taking in-flight quality and undistorted photographs of marine mammals.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

Camera port windows will need to be specifically designed, fabricated, certified, and installed by the Kodiak Aircraft Company for use in the Maine Marine Patrol's Kodiak 100 aircraft N180MR. There is no other vender that can provide these windows for Kodiak aircraft.

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

The Maine Marine Patrol's fixed-wing aircraft will be the first Kodiak 100 to have camera port windows designed, fabricated, certified, and installed by the Kodiak Aircraft Company. The only other vender to hold an FAA STC for camera port windows for Kodiak aircraft no longer possesses the parts and is not interested in the project.

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

The Maine Marine Patrol is always on the lookout for financially competitive businesses. This is a "one-off" build and a one-time purchase. There is no other option for this project that exists.

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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Carl Wilson</i> Carl Wilson (Jul 10, 2025 09:49 EDT)		
Typed Name:	Carl Wilson, Commissioner	Date:	07/10/25

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	8/7/2025

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Final Audit Report

2025-07-10

Created:	2025-07-09
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