



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 Agriculture, Conservation and Forestry/Maine Geological Survey	
Department Contract Administrator or Grant Coordinator:		Amber Whittaker and Stephen Dickson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,210.00	Advantage CT / RQS #:	CT 01A 20230815*338
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date: 4/30/2024
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:		Dartmouth College, Hanover, NH	
Brief Description of Goods/Services/Grant:		Student worker, contractor, sample analysis to support Geologic Mapping for the STATEMAP FY23 project	

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.

A graduate student, contract geologist, thin sectioning, and geochemical and geochronological analyses are needed for the Maine Geological Survey (MGS) to fulfill its obligation under the U.S. Geological Survey's STATEMAP FY23 program to provide bedrock geologic maps of Islesboro, Maine, by May 2024.

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

The funding for this project through the USGS STATEMAP program was awarded in part on the strength of our collaboration with Dartmouth College and Dr. Justin Strauss, who were named in the grant proposal. Dr. Strauss is an expert on the geology of the Islesboro region and he will provide training and oversight of a graduate student, Luis Torres, during the mapping and sample analysis.

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

The rate the Maine Geological Survey pays field assistants (\$15/hour) is competitive in the marketplace where the minimum wage is \$12.75. The rate for contract geologists is \$1,500/week. A Physical Geologist at the Maine Geological Survey with similar responsibilities costs \$2,016/week, fully burdened. Thus, the contract rate is below market value for these types of geological services. Rates for sample preparation and lab analysis are for in-house users, and thus are lower than any rates available to the public. Funding for the student work will be paid in part through the Maine Geological Survey's general fund intern position. Funding for part of the student worker and all of the contractor work and lab analyses is provided through the federal STATEMAP grant.

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

This contract directly supports our mission to train more students to investigate and compile geologic maps. Qualified geologists available to contract with us and other state surveys are becoming increasingly rare. Financial support for student workers is a critical component of preparing students to enter the workforce.

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:

Amanda E. Beal

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Typed Name:

Amanda E. Beal, Commissioner

Date:

9/7/2023

Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	9/7/2023