



## 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.*

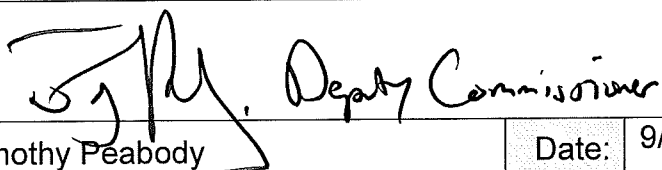
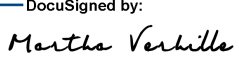
PART I: OVERVIEW			
Department Office/Division/Program:		Department of Inland Fisheries and Wildlife, Bureau of Warden Service, Aviation Division	
Department Contract Administrator or Grant Coordinator:		Chief Pilot Christopher Hilton	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9500.00	Advantage CT / RQS #:	CT 09A 20230928*0929
CONTRACT	Proposed Start Date:	9/29/2023	Proposed End Date: 6/30/2024
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:		Jeffrey Spencer 37 Main Trail Hampden, ME 04444	
Brief Description of Goods/Services/Grant:		Pilot	

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.	Maine Warden Service is, by statute, responsible for search and rescue in the State. There are normally 3 pilots but one recently retired and other is on leave for few months due to injury. This contract will be with a retired game warden pilot who previously held the position. This contract will allow the Department to carry on with its mission while active recruitment is taking place.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This contractor is a retired employee from this position. This contractor is a current pilot and has more experience than any given option available. This contractor lives in the area that the work needs to be performed and is familiar with Warden Service policy and provisions in regions to aircraft use and search and rescue.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This contractor, being a retired employee, recognizes the greater need of his services in northern Maine and this work at a "less than market" price for a certified game warden pilot.
4. Describe the plan for future competition for the goods or services.	The hiring process for a new warden is in the works but takes months to actually have them in place and all certifications complete.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	Timothy Peabody
	Date: 9/28/2023
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>    <small>891CE7A1493D45B...</small> </div>
Typed Name:	Martha Verhille
	Date: 9/29/2023

