



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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: | | Captain Colin MacDonald/Amanda Webb | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | \$ 7,644.68 | Advantage CT / RQS #: | 13A 20240920000000000446 |
| CONTRACT | Proposed Start Date: | 7/29/2024 | Proposed End Date: 9/29/2024 |
| 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: | | Billings Diesel and Marine Services 72 Moose Island Rd. Stonington, ME 04681 | |
| Brief Description of Goods/Services/Grant: | | Emergency diesel engine repair | |

| 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 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.

The Department of Marine Resources - Bureau of Marine Patrol is a state law enforcement agency responsible for investigative and protective services work involving the enforcement of marine resource conservation laws, rules, and regulations within the jurisdiction of the Maine Marine Patrol. Responsibilities include patrolling an assigned coastal area and protecting marine resources, coastal property, and the public. Work includes investigating complaints and incidents; enforcing motor vehicle and other laws; response to crimes in progress and enforcing Maine statutes, which include misdemeanor and felony crimes.

The P/V Endeavor is a forty-two-foot offshore patrol vessel operated by the Bureau of Marine Patrol. The vessel provides a year-round patrol function and maintains search and rescue capabilities in both inshore and offshore coastal waters. The P/V Endeavor is currently out of service at the advice of a professional marine diesel mechanic due to a coolant system failure. This is an issue that has caused coolant to leak out of the coolant pump into the bilge resulting in an overheating alarm. Complete failure of this system would cause catastrophic damage to the vessel's engine and potentially endanger crew and passengers aboard the vessel.

The Bureau of Marine Patrol must immediately arrange for repair work to be completed to be able to safely place the vessel back in service.

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

The listed vendor has repair and maintenance history aboard the P/V Endeavor and is a certified marine diesel mechanic for MAN engines. The vendor is geographically near where the P/V Endeavor suffered this breakdown and was towed to this vendor. The vendor is available to complete the required repair work immediately.

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

The selected vendor is a reputable company whom we have utilized for timely and routine repairs to the P/V Endeavor and other vessels owned by the bureau in the past.

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

Most repair and maintenance work aboard the Bureau's large vessel fleet is completed by professional marine mechanics and boatyards through the State of Maine competitive bid process.

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 signatures below indicate approval of this procurement request.

| | | | |
|--|--|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>Meredith Mendelson</i> Meredith Mendelson (Sep 20, 2024 13:14 EDT) | | |
| Typed Name: | Meredith Mendelson, Deputy Commissioner | Date: | 9/20/24 |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Sherri Brooker</i> -BE7E88805EFD419... | | |
| Typed Name: | Sherri Brooker | Date: | 9/24/2024 |

PJF- RQS 13A 20240920-0446

Final Audit Report

2024-09-20

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|-----------------|---|
| Created: | 2024-09-20 |
| By: | Amanda Webb (amanda.webb@maine.gov) |
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