



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 #, CONTRACT, Proposed Start Date, Proposed End Date, 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, 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 checkboxes and 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.

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 explosives detection K9 will be used daily for detection activities in and around the Capitol as well as part of the State Police K9 Explosives Team statewide.

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

K & R Labradors has provided successful detection K-9's to the State at least two different times. They offer highly motivated K-9's for detection work and K9's that have the aptitude and drive to detect explosives. They are much in demand and hard to source.

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

The costs to make this purchase are reasonable due to the considerable hours it takes for a breeder to develop a K9 to achieve success in future detection work. The more the K9 comes to us from the breeder with the skills needed to develop a K9 for detection work makes for a smoother transition for the handler and K-9. [Click or tap here to enter text.](#)

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

In the future we will continue to evaluate unique purchases to source the best possible product and determine the future availability/demand of detection K-9's.

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): | Signature: <i>Derek A Gorneau</i> Email: derek.gorneau@maine.gov | | |
| Typed Name: | | Date: | Aug 14, 2024 |
| Signature of DAFS Procurement Official: | DocuSigned by:  E5DB92AC0F8D490... | | |
| Typed Name: | Sue H. Garcia | Date: | 9/25/2024 |






Procurement Justification Form for K-9 08-01-2024

Final Audit Report

2024-08-14

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| By: | Beth Olsen (beth.e.olsen@maine.gov) |
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