



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:		DACF/Maine Forest Service/Forest Protection Division	
Department Contract Administrator or Grant Coordinator:		Jennifer Wright	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	Variable over life of Master Agreement	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/3/2022	Proposed End Date: 10/3/2025
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:		Defense Finance & Accounting Service PO BOX 182317 Columbus, OH 43218-2317	
Brief Description of Goods/Services/Grant:		Jet Fuel for Aircraft.	

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.

The Maine Forest Service operates 10 aircraft for fighting fires and the selected vendor, Defense Logistics Agency (Energy) provides fuel in bulk amounts at Federal GSA price.

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

The Department of Agriculture, Conservation and Forestry has no resource of aviation jet fuel for aircraft. The Defense Logistics Agency (DLA) and the Maine Forest Service have an agreement for the Forest Service to purchase fuel in bulk from the federal government to support federal agencies and to fight fire, support law enforcement and provide logistical aid during emergencies. The vendor provides aviation jet fuel at Federal GSA pricing. The application process for the agreement happens every three years to ensure that the state is following the guidelines set by DLA. Maine is the only state in the nation to have this agreement with DLA due to the logistic issues with getting large amounts of fuel for our needs in remote areas of the state.

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

The Maine Forest Service has no bulk storage facility except for our 8 fuel trucks spread around the state for use by Forest Service helicopters for fighting fire and other state missions. The agreement allows us to obtain fuel from the Air National Guard base in Bangor in one of our 2,500-gallon trucks to be delivered to any of those 8 locations by one of our drivers. This is the only efficient way to move the fuel to our other locations because a vendor would only be able to deliver a full tractor trailer load of 7,000 gallons at a time, and we can't store that much in one place. Also, there are only 10 airports in the state that have jet fuel at their locations and most of those are east of I-95. None of those locations can guarantee that we could fill one of our 2,500-gallon trucks at one time during an emergency. The Air National Guard has always over 1 million gallons in storage, is centrally located in the state, and is available 7 days a week.

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

The Department of Agriculture, Conservation and Forestry will continue to periodically monitor the Commercial market for bulk availability and while we aren't offered this agreement from DLA because of the price, the cost is significantly lower.

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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:	Randy Charette	Date:	10/7/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Jaime C. Schorr</i> 6D6437754DD0459...		
Typed Name:	Jaime C. Schorr	Date:	10/20/2022