



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:                     |                      | Dept. Agriculture, Conservation, & Forestry                |                    |
| Department Contract Administrator or Grant Coordinator: |                      | Tim Post   |                    |
| (If applicable) Department Reference #:                 |                      |  |                    |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 9,180.00          | Advantage CT /<br>RQS #:                                   | 01A 20230919*0463  |
| 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:              |                      | Maine Timber Mats, 57 Lemon Stream, New Portland, ME 04961 |                    |
| Brief Description of Goods/Services/Grant:              |                      | Mats for CLS Harvesting Jobs                               |                    |

| 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.

Mats that are acquired to allow harvesting to be done while crossing streams and leaving the environment undisturbed.

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

Maine Timber Mats is the only vendor close to the jobs in Bigelow area.

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

Rates are reasonable in comparison to other companies that provide Mats in other Regions.

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

Looking into a larger order if it can be done for the entire year and having some on hand if that is applicable to the harvesting process and will work for the vendor as well.

### 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:  
*Randy Charette*  
8F3DD450C23241F...

Typed Name:

Date:

9/25/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*William J.E. Allen*  
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Typed Name:

William J.E. Allen

Date:

10/3/2023

