



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 Corrections Central Office		
Department Contract Administrator or Grant Coordinator:	Conner McFarland		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,927.25	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/2/2023	Proposed End Date: 3/1/2024
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:	Iva Manufacturing LLC Narvon, PA		
Brief Description of Goods/Services/Grant:	BCS Tractor Sprayers		

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 sprayers are attached to powered BCS tractors to apply pesticides and other agricultural products to crops at various facilities.

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

The Agriculture Office recently purchased BCS tractor sprayers in support of the Department's farming operations. The total cost of the purchase amounted to nearly \$15,000. The purchase was not reviewed by Department managers prior to being placed by the vendor. Instead of processing the order as a single transaction and submitting the order for competitive bidding, it was split into three separate purchase orders, each below \$5,000. This segmentation bypassed the necessary reviews by both the Central Office. We have since received the sprayers, and due to the terms of the procurement, they cannot be returned.

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

Based on our research, the tractor sprayer attachments are priced at market rate.

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

The Department will implement additional controls for non-facility staff who are utilizing purchase orders to ensure all procurement division policies are being followed. The Department will use the competitive process for similar agricultural purchases in the future.

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:  FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	9/28/2023
Signature of DAFS Procurement Official:	DocuSigned by:  2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	10/11/2023

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