



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/ Bureau of Parks & Lands | |
| Department Contract Administrator or Grant Coordinator: | | Stephen Richardson | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 6,547.20 | Advantage CT / RQS #: | RQS 20231003*0552 |
| CONTRACT | Proposed Start Date: | 10/6/2023 | Proposed End Date: 10/31/2023 |
| 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: | | Advanced Drainage Systems Inc Boston, MA | |
| Brief Description of Goods/Services/Grant: | | HDPE culverts | |

| 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. | Purchase of culverts for the construction and maintenance of land management roads on BPL property. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | Vendor is delivering other culverts covered under a Master Agreement that include shipping so there would be no cost shipping on these additional items not covered on the MA. |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | Vendor quoted price equal to the <u>same</u> item listed under the MA that has a <u>different</u> style end on the culvert. |
| 4. Describe the plan for future competition for the goods or services. | Rebid master agreement |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|---|--|
| Does this request utilize ARPA/MJRP funds? | |
| <input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s). | |
| <input checked="" type="checkbox"/> 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: <i>Amanda E. Beal</i> <small>20AF3A2882BB4AA...</small> | | |
| Typed Name: | | Date: | 10/12/2023 |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small> | | |
| Typed Name: | william J.E. Allen | Date: | 10/19/2023 |

NOI 1020231153 10/20/2023 -10/26/2023