



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)		\$ 180,234.00	Advantage CT / RQS #:	CT 01A 20231012-1089
CONTRACT	Proposed Start Date:	10/20/2023	Proposed End Date:	10/15/2028
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:		Bell Training Academy Mail Stop 8A-61 P.O. Box 482 Fort Worth, TX 76101		
Brief Description of Goods/Services/Grant:		Initial Bell 407 Helicopter training and Annual Helicopter Emergency Training and Check Rides in the Bell 407 and UH-1H helicopters.		

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 Department flies both UH-1H and Bell 407 helicopters, to fight wildfire, perform law enforcement and Search and Rescue (SAR) services, and to provide general transportation to state agencies in the state of Maine. Traditionally, we have used the Bell Training Academy for our initial training for new pilots in the Bell 407, and for our recurrent training and check rides, we have contracted yearly with either the Bell Academy, or another contractor. In order to simplify the process and obtain the benefits of a longer-term contract, the Department is seeking to contract for five years, initial Bell 407 training that will include at least a level B simulator, for an expected three new hire pilots, for both initial training and IIMC training. Part of this contract will be our annual, on-sight (Old Town, Maine) emergency procedure ground school and flight training, along with an FAA check ride in both the Bell 407 and UH-1H helicopters.

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

As the manufacturer of the UH-1H and Bell 407, Bell Helicopter and the Bell Training Academy offers the best initial and recurrent training for these helicopters because they have factory trained instructors and teach thousands of students each year. The Bell Training Academy annual training is the industry standard throughout the country for professional operators and our pilots will receive the best training possible from this organization. Additionally, the National Transportation Safety Board has been asking us for years to perform inadvertent instrument meteorological conditions (IIMC) training in a motion simulator (Level B). The Bell Training Academy is one of only two training facilities in the country with a level B simulator for the Bell 407, and the second company only uses theirs to train their own pilots in air ambulance work. Bell can also send us one instructor that can train our pilots in both models of helicopter and provide a ground school for each during our annual emergency procedure training in Old Town Maine.

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

We have used Bell Training many times over the years as our annual trainer and always for our initial training. Their cost is in line with the other manufacturer's training, such as Air Bus, Sikorsky, and Leonardo.

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

The MFS intends to use the Bell Training Academy because it is the industry standard and because currently, they are the only training academy that has the Bell 407, level B simulator that this training requires. We will look for other training academies in the future if they acquire the needed equipment.

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: <i>Amanda E. Beal</i>		
Typed Name:	20AF3A2882BB4AA Amanda E. Beal	Date:	10/26/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	10/27/2023