



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Public Safety – Maine State Police – Airwing Division		
Department Contract Administrator or Grant Coordinator:	Lt. Bruce Scott Iris Rogers		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$30,000.00	Advantage CT / RQS #:	20240116*1965
CONTRACT	Proposed Start Date:	11/29/2023	Proposed End Date: 11/28/2025
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:	Maine Instrument Flight Inc. VC1000057823 Augusta, ME 04330		
Brief Description of Goods/Services/Grant:	Aircraft Maintenance		

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 checked="" 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 State Police houses one of its Aircrafts at the Augusta Airport due to geographic requirements.

This vendor is on-site as a Maintenance Facility. Aircrafts require mandated inspections and because the aircraft is co-located with the Maintenance Facility, maintenance and inspections can be completed without the need to have the pilots at that location. Also, the cost to fly the aircraft to another location for maintenance would incur additional expenses such as fuel and time for the pilot.

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

Because of where the Aircraft is permanently based and there is only this one vendor at the site, it would be unrealistic and costly to attempt to move the aircraft to a different location to have the work / inspections done every time.

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

Historically, annual maintenance expenses range from \$3000 to \$7000. Other periodic expenses are generally less than \$1000. Typically, costs are determined by what is found during the inspection. These costs are the going rates in this market and are reasonable. At this time, we are adding funds for the 2nd year of the CT, as well as for invoices incurred and not covered by funds currently left in CT: INV 17903 \$187.50, INV MIF01127 \$15,942.10, & INV 18475 \$240.00

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

In the future, if circumstances change, we will use the Competitive Bid process through Procurement.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 Michael Sauschuck (Sep 24, 2024 10:20 EDT)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  BE7E88805EFD419...		
Typed Name:	Sherri Brooker	Date:	10/2/2024






PJF Maine Instrument Flight CT Amend adding funds 092424

Final Audit Report

2024-09-24

Created:	2024-09-24
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