



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:		Department of Administrative and Financial Services (DAFS), Bureau of General Services (BGS)		
Department Contract Administrator or Grant Coordinator:		Lane Gould		
(If applicable) Department Reference #:		Landfill Services		
Amount: (Contract/Amendment/Grant)		\$ \$33,967.00	Advantage CT / RQS #:	CT 18F 20240807*0244
CONTRACT	Proposed Start Date:	9/30/2024	Proposed End Date:	12/31/2024
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:		Blue Ridge Services Montana, Inc. P.O. Box 1945 Hamilton, MT 59840 VC0000271339		
Brief Description of Goods/Services/Grant:		Examine the policies, procedures, and practices at the JRL facility to look for safety, compliance, and operational deficiencies.		

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.	
	This pilot audit of the operation of the Juniper Ridge Landfill is needed to ensure the best operation of this state-owned landfill. The audit is a high-level review that evaluates safety and operational performance. Through this process, the vendor will identify where safety and operations can be improved. An audit will examine the policies, procedures, and practices at the facility and looks for safety, compliance, and operational deficiencies. The audit will identify areas where improvement is needed and provides a solid point of reference for addressing those issues through program changes or future training sessions. It also ranks the operation compared to regulatory requirements and industry standard practice. For systems that are operated by a third-party contractor the audit will evaluate the contractor's performance in terms of the contract requirements. This vendor was the only vendor that was found which provided these desired services.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
	Blue Ridge Services (BRS) offers the full scope of assessment, optimization, and implementation services for a landfill operation audit that BGS is seeking. BRS offers waste operational consulting services and has significant experience and proprietary tools for auditing. Since there has been no audit previously, this audit will be a pilot. Once completed, the Bureau of General Services (BGS) will have the knowledge and metrics to include in a future RFP for the same services. The intent is to audit the operation of JRL on a regular basis using the information learned from the pilot audit. Click or tap here to enter text.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
	The audit was estimated by BGS to cost \$50,000. The proposal from BRS came in below the amount budgeted. BGS will be hiring BRS for a GAP Audit which is an initial framework audit rather than a more extensive audit which was more costly.
4. Describe the plan for future competition for the goods or services.	
	There has never been an operational audit of JRL, but to improve BGS's oversight of the state landfill, an audit is being conducted. This will be a pilot audit and future audits, which will be conducted regularly, will be put out to RFP. The information and process learned in this pilot audit will be used to create the RFP for future audits. The recommendation for an audit came to BGS during a public meeting hosted by Bureau of General Services (BGS) related to the Operating Services Agreement BGS has with Casella for the operation of JRL. This feedback was considered and adopted as necessary for oversight of the operation of JRL.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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):	DocuSigned by:  <small>2D3B27019FF1432...</small>		
Typed Name:	Elaine Clark	Date:	9/23/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	10/3/2024