



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:                     |                        | DAFS/OIT/Radio Services                    |                      |
| Department Contract Administrator or Grant Coordinator: |                        | John E. Richards                           |                      |
| (If applicable) Department Reference #:                 |                        | NA   |                      |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 150,000.00 increase | Advantage CT / RQS #:                      | CT 18B 20161129*1715 |
| CONTRACT  | Proposed Start Date:   | Proposed End Date:                         |                      |
| AMENDMENT   | Original Start Date:   | Effective Date:                            | 11-30-2021           |
|   | Previous End Date:     | New End Date:                              | 11-30-2024           |
| GRANT   | Project Start Date:    | Grant Start Date:                          |                      |
|   | Project End Date:      | Grant End Date:                            |                      |
| Vendor/Provider/Grantee Name, City, State:              |                        | JBI Helicopter Service, Pembroke, NH 03275 |                      |
| Brief Description of Goods/Services/Grant:              |                        | Helicopter Airlift Services                |                      |

#### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

|   |                                   |  |                                  |
|---|-----------------------------------|--|----------------------------------|
|   | A. Competitive Process            |  | G. Grant                         |
| X | B. Amendment                      |  | H. State Statute/Agency Directed |
| X | C. Single Source/Unique Vendor    |  | I. Federal Agency Directed       |
|   | D. Proprietary/Copyright/Patents  |  | J. Willing and Qualified         |
|   | E. Emergency                      |  | K. Client Choice                 |
|   | F. University Cooperative Project |  | L. Other Authorization           |

Please respond to ALL of the questions in the following sections.

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**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.

OIT operates the radio network for the Dept. of Public Safety, MEMA, Transportation, IFW, DMR and Agriculture. This contract is for helicopter lift services to install or service inaccessible radio tower and equipment sites. Contract is used when needed to move supplies to install/service/repair equipment and to fill/refill energy/propane tanks.

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

JBI Helicopter service selected via RFP 201607139. Although there are other Helicopter providers in New England, JBI has all hazmat and safety certifications to lift propane over land and infrastructure. This is the main usage requirement for OIT Radio to refuel remote tower sites. Also, prior non-award bidder no longer in business.

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

No change in terms/rates.

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

Will review prior to RFP or extension.



**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 VI

**PART V: APPROVALS**

|  |   |       |            |
|--|---|-------|------------|
| Signature of requesting<br>Department's Commissioner (or<br>designee): | By signing below, I signify that I approve of this procurement request.                               |       |            |
|  | DocuSigned by:<br> |       |            |
| Printed Name:  | 052B9AC7F56A489...<br>Frederick Brittain  | Date: | 11/10/2021 |
| Signature of DAFS Procurement<br>Official:                             | DocuSigned by:<br> |       |            |
|  | EA013478102243G...  |       |            |
| Printed Name:  | Joseph Zrioka   | Date: | 11/15/2021 |