



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 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:		Inland Fisheries and Wildlife	
Department Contract Administrator or Grant Coordinator:		Jen Vashon and Diana Harper	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,000.00	Advantage CT / RQS #:	09A-20240423*2926
<b>CONTRACT</b>	Proposed Start Date:	<b>1/1/2025</b>	Proposed End Date: 4/1/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		RAD Rentals, LLC Newburgh, ME	
Brief Description of Goods/Services/Grant:		Short-term housing rental for 1 employee and 2 contractors for winter field work for bear project	

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.

Housing is needed for our winter field crew for the bear project. In the past, we were able to provide bunk space in our Department headquarters and supplement with motels near our other more remote field sites as needed. Since our office relocation, bunk space is no longer available, and we are seeking alternative off-site housing.

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

After researching and contacting numerous individuals and companies with furnished rental housing available for the 3-month period with rates that fall within the per diem, RAD Rentals was the only one willing to work with the State of Maine.

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

The negotiated rate falls well below the per diem lodging cost per night (\$110) for one room for each crew member (\$110/night x 3 crew members x 90 days = \$29,700). Three months (90 days) renting the house comes to \$11,000 (\$11,000 / 90 days = \$122.22/night or \$40.74/night for each crew member).

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

In the future, we will continue to identify multiple potential housing options (motels, rental properties, etc.) to ensure that pricing is competitive.

**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):	Signed by: <i>Timothy Peabody</i> 03275703AA74438...		
Typed Name:	Timothy Peabody	Date:	10/8/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	11/14/2024

**Certificate Of Completion**

Envelope Id: 6C442D0BCC024FE5B8F755B5DCA207C3	Status: Completed
Subject: PJF to sign: RAD Rentals 20240423_2926 PJF	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Diana Harper
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	diana.harper@maine.gov
	IP Address: 198.182.163.126

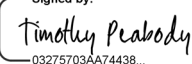
**Record Tracking**

Status: Original	Holder: Diana Harper	Location: DocuSign
10/4/2024 9:49:36 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: DocuSign

**Signer Events**

Timothy Peabody  
 timothy.e.peabody@maine.gov  
 Deputy Commissioner  
 Security Level: Email, Account Authentication (None)

**Signature**

Signed by:  
  
03275703AA74438...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.182.163.113

**Timestamp**

Sent: 10/4/2024 9:51:20 AM  
 Viewed: 10/8/2024 3:43:17 AM  
 Signed: 10/8/2024 3:44:06 AM

**Electronic Record and Signature Disclosure:**

Accepted: 10/8/2024 3:43:17 AM  
 ID: df4e25b8-9e47-410c-8ca9-0dd97eefbf66

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	10/8/2024 3:43:17 AM
Signing Complete	Security Checked	10/8/2024 3:44:06 AM
Completed	Security Checked	10/8/2024 3:44:06 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**