



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 \$10,000 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:		DACF/Maine Forest Service/Forest Protection Division		
Department Contract Administrator or Grant Coordinator:		Jennifer Wright		
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS # :	MA-18P-150916*49	
Amount: (Contract/Amendment/Grant)	\$ Variable over life of Master Agreement			
CONTRACT	Proposed/Original Start Date:	10/3/2025	Proposed/Most Recent End Date:	12/31/2025
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Defense Finance and Accounting Service PO BOX 182317 Columbus, OH 43218-2317		
Brief Description of Goods/Services/Grant:		Aircraft Jet Fuel		

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 Forest Service operates six aircraft for fighting fires, and the selected vendor, Defense Logistics Agency (Energy) provides fuel in bulk amounts at the Federal GSA price.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

The Department of Agriculture, Conservation and Forestry has no resource of aviation jet fuel for aircraft. The Defense Logistics Agency (DLA) and the Maine Forest Service have an agreement for the Forest Service to purchase fuel in bulk from the federal government to support federal agencies and to fight fire, support law enforcement, and provide logistical aid during emergencies. The vendor provides aviation jet fuel at Federal GSA pricing. The application process for the agreement happens every three years to ensure that the state is following the guidelines set by DLA. Maine is the only state in the nation to have this agreement with DLA due to logistical issues in obtaining large amounts of fuel for its needs in remote areas of the state. Recently, this agreement has been updated by an extension memo signed by DLA. These temporary extensions have been a stopgap measure while awaiting signatures on the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (Stafford Act for short). DLA granted one last five-month extension to bridge the gap between the expiration of our current extension and the completion of the official three-year agreement after the signing of the Stafford Act. This process is expected to be complete by December 2025, after which a new three-year agreement will be in place and a new master agreement will need to be filed.

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

The Maine Forest Service has no bulk storage facility, except for our eight fuel trucks, which are spread around the state for use by Forest Service helicopters in fighting fires and other state missions. This agreement allows us to obtain fuel from the Air National Guard base in Bangor using one of our 2,500-gallon trucks, which will be delivered to any of the eight locations by one of our drivers. This is the most efficient way to transport fuel to our other locations, as a vendor can only deliver a full tractor-trailer load of 7,000 gallons at a time. We cannot store that much fuel in one place. Additionally, there are only 10 airports in the state that have jet fuel available at their locations, and most of these are located east of I-95. None of those locations can guarantee that we could fill one of our 2,500-gallon trucks at one time during an emergency. The Air National Guard has always over 1 million gallons in storage, is centrally located in the state, and is available 7 days a week. In the last year, we spent \$107,097 on Jet-A fuel from the Air Force. The reported purchase of gallons of jet fuel was 37,971. This works out to \$2.82 per gallon. The nationwide average price of commercial jet fuel in 2024 was \$6.50 to \$7.00 per gallon.

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

The Department of Agriculture, Conservation and Forestry will continue to monitor the Commercial market for bulk availability periodically. Although we aren't offered this agreement from DLA due to the price, the cost is significantly lower.

**PART III: SUPPLEMENTAL INFORMATION**

**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.

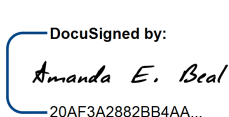
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Amanda E. Beal	Date:	10/20/2025

**PART VII: EMERGENCY – Required only if selecting E. Emergency Justification**

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:			
Typed Name:	Michelle Knox	Date:	11/19/2025