



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:		DACF/ MFS/ Forest Protection Division	
Department Contract Administrator or Grant Coordinator:		Lt. Matt Gomes- Regional Ranger	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,900.00	Advantage CT / RQS #:	RQS 2021111800000000575
CONTRACT	Proposed Start Date:	11/1/2021	Proposed End Date: 11/1/2022
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:		SCOTTS RECREATION PO BOX 615 MANCHESTER, ME	
Brief Description of Goods/Services/Grant:		Purchase of a 6'x12' Enclosed Trailer for Covid Related Functions	

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.

The Forest Protection Division would like to procure a 6'x12' small enclosed trailer for two separate but important Covid related functions. The trailer would be routinely used for storing and transporting PPE and fit-testing equipment around the state. The intent is to be prepared for any initial and required annual fit testing of Forest Rangers, and any other agencies in need. Having test hoods, chemical supplies, and an ample supply of difference size masks stored in one place, yet mobile, would be most efficient. The trailer would also be used for continued TEFAP assistance during pandemics. This is a federal program that helps supplement the diets of low-income Americans, providing them with emergency food assistance at no cost. DACF currently collaborates with over 250 participating organizations to combat food insecurity in Maine. During the COVID Pandemic, Maine Forest Rangers assisted with emergency food assistance deliveries around the state to ensure the pantries did not run out of necessary supplies for their local communities. This enclosed trailer would allow food to be delivered statewide and would allow the food to be protected regardless of inclement weather.

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

Scotts Recreation is a reputable and local vendor. Due to the shortage of trailers and goods, Scotts Recreation has been willing to help us procure a trailer that is specific to our needs and at a reasonable cost and in a reasonable amount of time for delivery.

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

In checking with other vendors who have no availability of supplies, we found the price to be fair and reasonable in comparison. The trailer will initially be paid for by the MFS Forest Protection Division. The cost of the trailer will be submitted for reimbursement under a Federal Covid Grant through the Department of Public Safety.

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

For future purchases of this item, MFS- FPD will utilize competitive bid processes through Procurement Services for purchases over \$5,000.00.

### 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 V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Aimee Carlton</i>		
Typed Name:	<small>554808D3FFE6495...</small> Aimee Carlton	Date:	12/2/2021
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	12/2/2021