



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:		Agriculture, Conservation and Forestry – Maine Forest Service		
Department Contract Administrator or Grant Coordinator:		Kent Nelson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8321.36	Advantage CT / RQS #:	RQS 20211217000000000676	
CONTRACT	Proposed Start Date:	12/17/2021	Proposed End Date:	6/1/2022
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:		SmokeyZone, LLC		
Brief Description of Goods/Services/Grant:		Replace aging Smokey Bear statue at the Kittery Visitor's Center.		

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.

A 6 ft, 3D hand-painted fiberglass Smokey Bear figure and a fire danger sign were installed at the Kittery Visitor's Center in spring 2012. Since then, thousands of visitors to Maine have visited Smokey, taken photos, and been informed about the fire danger rating. The Smokey figure has held up well, but has been repaired and touched up three times. It is approaching the end of its useable service life and in need of replacement.

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

All Smokey Bear products must be licensed through the USDA Forest Service's Cooperative Forest Fire Prevention (CFFP) Program. SmokeyZone is the only licensed vendor that sells 6' high Smokey Bear figures. The guidelines for the use of Smokey's image also state that Smokey's image must be maintained to high standards and when no longer serviceable, be destroyed, so the image won't be abused.

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

The original cost of the Smokey in December 2011 was \$5364.25 and then new one will be \$8321.36. That includes shipping, an internal locking system and an updated style of the base.

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

Once the Smokey Bear figure arrives, we will store it until spring 2022 and install it on the existing concrete slab at the Kittery Visitor's Center. The old Smokey figure will be evaluated for reconditioning and considered for possible use at another visible location in Maine.

### 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.

**Procurement Justification Form (PJF)**

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Amanda E. Beal</i>		
Typed Name:	20AF3A2882BB4AA... Amanda E. Beal	Date:	12/21/2021
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	12/27/2021