



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.

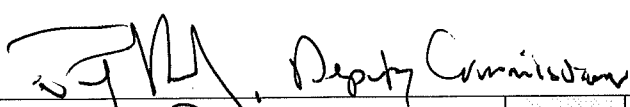
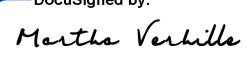
PART I: OVERVIEW			
Department Office/Division/Program:	IF&W Bureau of Warden Service		
Department Contract Administrator or Grant Coordinator:	Chief Pilot Chris Hilton		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:	09A-20230706*0026
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2023	Effective Date:
	Previous End Date:	6/30/2027	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Horizon Aircraft, Hampden, ME	
Brief Description of Goods/Services/Grant:		Maintenance and repairs	

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.	Routine maintenance to include inspections, parts, labor, and repairs due to normal wear on all 4 Warden Service aircraft.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Amendment to contract, adding \$30,000.00
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This contract was done through an RFP, just adding funds.
4. Describe the plan for future competition for the goods or services.	There is an RFP in the process. We expect a new contract in place by July 1 st , for the business that is awarded the bid.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	 Deputy Commissioner		
Typed Name:	Timothy Penobscot	Date:	12/15/23
Signature of DAFS Procurement Official:	DocuSigned by:  Martha Verhille <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	12/27/2023

