



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:		Dept. Public Safety – MSP Airwing Division	
Department Contract Administrator or Grant Coordinator:		Lt. Bruce Scott Alexander Gibson	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	16A	Advantage CT / RQS #:	CT 20251120*1217
Amount: (Contract/Amendment/Grant)	\$45,000		
CONTRACT	Proposed/Original Start Date:	11/29/2025	Proposed/Most Recent End Date: 12/1/2027
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:		Maine Instrument Flight – Augusta, Maine VC1000057823	
Brief Description of Goods/Services/Grant:		Aircraft Maintenance	

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

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 State Police houses one of its Aircrafts at the Augusta Airport due to geographic requirements. This vendor is on-site as a Maintenance Facility. Aircrafts require mandated inspections and because the aircraft is co-located with the Maintenance Facility, maintenance and inspections can be completed without the need to have the pilots at that location. Also, the cost to fly the aircraft to another location for maintenance would incur additional expenses such as fuel and time for the pilot.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	Because of where the Aircraft is permanently based and there is only this one vendor at the site, it would be unrealistic and costly to attempt to move the aircraft to a different location to have the work / inspections done every time.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Typically, costs are determined by what is found during the inspection and repairs. These costs are the going rates in this market and are reasonable.
4. Describe the plan for future competition for the goods or services.	The location of the Aircraft housing is contingent upon the use of the aircraft and the geographic areas in which the plane is used. Because of where the Aircraft is permanently based there would be no competitive bidding requested unless the housing location changed. However, any large items needed, ie: new motors or structural parts would be quoted out.


PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.	

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Dec 1, 2025 08:33:12 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	12/1/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  7008796FB36A449...		
Typed Name:	Michael McNeil	Date:	12/10/2025

NOI 1220251066 12/10-12/16






Maine Instrument Flight PJJ

Final Audit Report

2025-12-01

Created:	2025-12-01
By:	Alexander Gibson (Alexander.T.Gibson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWF0Dc_52eC028bJeO6vOMgcMclFu2JHd

"Maine Instrument Flight PJJ" History

-  Document created by Alexander Gibson (Alexander.T.Gibson@maine.gov)
2025-12-01 - 1:30:50 PM GMT
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2025-12-01 - 1:30:55 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2025-12-01 - 1:33:00 PM GMT
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2025-12-01 - 1:33:12 PM GMT - Time Source: server
-  Agreement completed.
2025-12-01 - 1:33:12 PM GMT