



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:		Department of Transportation "Ferry Service"	
Department Contract Administrator or Grant Coordinator:		William Geary	
(If applicable) Department Reference #:		CSN46805	
Amount: (Contract/Amendment/Grant)	\$ 250,000.00	Advantage CT / RQS #:	CT20240617000000003725
CONTRACT	Proposed Start Date:	6/21/2024	Proposed End Date: 12/31/2024
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:		Seaward Services, Inc VC0000270346 203 W. Street, Ste. A, New Albany, IN 47150	
Brief Description of Goods/Services/Grant:		Providing (AB) Able Body Seaman (OS) Ordinary Seaman Employees for the Maine State Ferry Service	

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 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 checked="" 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 ability to maintain schedule continuity and provide service to the islands has become affected by staffing shortages recently. These shortages are coming at a time, and season that Ferry Services need to be fully staffed to ensure the vessels are kept to their schedule. As the need continues to rise for additional personnel, other avenues for obtaining personnel are crucial. Without seeking assistance from another vendor for services, it will potentially stop, and or delay travel to islands. Without seeking services elsewhere would greatly impact services for the island people, which we are trying to avoid at this time.

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

Additional vendors were enquired for assistance or guidance on how to obtain Able body seaman and the response from them where they are having the same issue retaining these services as well. Seaward Service was contacted and indicated and assured they had employees that could assist at this time and could continue to provide this needed services.

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

The hourly rates are consistent with rates that are being paid for these services. Rates are fair and reasonable.

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

RFP will be done soon to address these issues, as it is becoming more common throughout the industry for this service.

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 signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dale Doughty, Deputy Commissioner, Maine Department of Transportation	Date:	6/17/24
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	kathy Paquette	Date:	6/26/2024