



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 Education - Educ In The Unorg Territories	
Department Contract Administrator or Grant Coordinator:		Gary Lewis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 8363.80	Advantage CT / RQS #: 05C20221108*654
CONTRACT	Proposed Start Date:	11/25/2022	Proposed End Date: 12/30/2022
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:		John T. Cyr and Son's Old Town ME.	
Brief Description of Goods/Services/Grant:		Bus 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 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.
	EUT bus # 81 is used to transport students located in Rockwood TWP to and from school in Greenville, traveling approx. 120 miles per day
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
	There are a limited number of qualified bus mechanics and garages that service the Rockwood Area. Cyr and Son is experienced in the safe and effective repairs of buses and is within a reasonable distance and can do the repairs within the needed time of the EUT.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	Parts and Labor charges for repair work is comparable to other vendors the EUT has used in other cities for similar repair work. The cost of repaired outweighed the option of replacing the bus as it was not deemed cost effective at this time to replace with a new bus. Funding to provided though EUT Education General Fund Dollars
4.	Describe the plan for future competition for the goods or services.
	The EUT will always seek safe and cost effective/qualified vendors for bus/vehicle repairs. Cyr and son's is located within a reasonable distance of the Rockwood area the has the capability to preform and complete repairs in safe and timely manner. The EUT is currently looking into options for competitive bid to determine how best to procure these services in the future.

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.	

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Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dan Chuhta Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	1/17/2023

NOI 0120230049 01/18/2023 - 01/24/2023