



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:		Department of Defense, Veterans and Emergency Management – Bureau of Veterans’ Services	
Department Contract Administrator or Grant Coordinator:		Justine Hutchings – Business Manager	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 10,754.11	Advantage CT / RQS #:	RQS 15A 20230112*0852
CONTRACT	Proposed Start Date:	12/15/2022	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:		United Ag & Turf NE LLC Albany, NY	
Brief Description of Goods/Services/Grant:		Repair of John Deere 50D excavator	

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.

This John Deere excavator is of great importance to the cemetery system's mission. The tracks were in need of repair to continue day-to-day cemetery operations.

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

This piece of equipment was initially brought to the selected vendor, a John Deere dealership, for removal and installation of tracks. While the equipment was taken apart, it was discovered that more extensive repairs would be needed. With the equipment already onsite and disassembled by the vendor, the cemetery system approved the vendor to proceed with the necessary repairs. Reassembling and transporting the equipment to another vendor would've led to a larger cumulative expense.

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

The costs and rates of the necessary parts are in line with pricing provided by vendors, and we believe the costs are reasonable.

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

In the future, competitive procurement processes will be utilized.

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.

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

DocuSigned by:

Scott A Young

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Typed Name:

Scott A Young, Deputy Commissioner

Date:

1/25/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

Michelle Fournier

066BDD96EE5347E

Typed Name:

Michelle Fournier

Date:

1/27/2023

