



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:	Corrections		
Department Contract Administrator or Grant Coordinator:	Conner McFarland		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,107.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	1/23/2023	Proposed End Date: 3/31/2023
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:	OTR Manufacturing, LLC Warren, ME		
Brief Description of Goods/Services/Grant:	Replacement of plow blade and assembly		

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 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.

A snow plow blade and assembly is necessary to replace the one that was damaged on January 19th at Maine State Prison. The loss of this snow plow will result in significant delays in removing snow for the facility's grounds and may impede access for emergency services to access the facility. This new plow blade and assembly will be able to handle heavy snowfall, and provide a more efficient and effective snow removal service.

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

The vendor has previously provided Maine State Prison with similar products which have met quality expectations. They are also able to provide installation of the assembly themselves.

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

The vendor has offered a 25% discount on the parts and installation for the plow assembly. The cost meets market rate for similar products.

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

Maine State Prison has a similarly aged snow plow blade which will be replaced using the competitive bid process in anticipation of the next season.

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):



Typed Name: Randall Liberty, Commissioner

Date: 1/24/2023

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	1/27/2023

NOI 0120230097 01/27/2023 - 02/02/2023