

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Dept of Public Safety/ State Bureau of Identification	
Department Contract Administrator or Grant Coordinator:		Lt. Bruce G. Scott, Fleet Director MSP	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,778.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	9/13/2023	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:		Charlies Toyota Augusta, ME	
Brief Description of Goods/Services/Grant:		One Toyota Camry	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment of pricing		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

One Toyota Camry LE Hybrid that will be used by the State Bureau of Identification. Currently, SBI has one dedicated vehicle assigned by DPS Fleet, however, there are many times when two or more vehicles are needed by personnel within the SBI to attend trainings, or primarily, traveling around the state providing instruction and guidance to local, county and state agencies. The current vehicle used by SBI is old and needs replacement and DPS Fleet does not have a vehicle to replace the primary vehicle used.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

There are currently no Master Agreements in place for these types of vehicles. This Toyota Camry located at Charlies was quoted at or below other dealerships in Maine. In addition, Charlies is located close to Augusta where the vehicle will primarily be housed for SBI employees should there be any warranty work needed.

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

This price is at or below two other dealerships that DPS Fleet looked at. Due to having Maine dealerships providing quotes, we did not search outside of the State of Maine.

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

DPS will look at expanding Master Agreements in the future that will provide the hybrid and or electric vehicles needed. At this time we don't anticipate needing additional sedans.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Derek A Gorneau</i>		
Printed Name:	Derek Gorneau	Date:	1/19/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> william J.E. Allen	Date:	1/30/2024

NOI 0120240101 01/30/2024 - 02/05/2024






Technology Agreement Authorization Form

Final Audit Report

2024-01-21

Created:	2024-01-19
By:	Bruce G Scott (bruce.g.scott@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAmQvLgOsILmVumVYlweR1024qvsfiLKb

"Technology Agreement Authorization Form" History

-  Document created by Bruce G Scott (bruce.g.scott@maine.gov)
2024-01-19 - 7:22:59 PM GMT- IP address: 198.182.163.115
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature
2024-01-19 - 7:23:02 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)
2024-01-21 - 2:16:49 AM GMT- IP address: 104.47.64.254
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)
Signature Date: 2024-01-21 - 2:17:04 AM GMT - Time Source: server- IP address: 198.182.163.132
-  Agreement completed.
2024-01-21 - 2:17:04 AM GMT