



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:		DAFS/BGS/Central Fleet Management (CFM)	
Department Contract Administrator or Grant Coordinator:		Mark Bailey	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$48,790	Advantage CT / RQS #:	18P20240123000000001022
CONTRACT	Proposed Start Date:	1/23/2024	Proposed End Date: 2/15/2024
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:		Quirk Ford, Augusta, Maine	
Brief Description of Goods/Services/Grant:		1 – 2023 Ford Transit Cargo Van, T-150, AWD	

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.

CFM has an immediate need for this full-size cargo van to replace an older high mileage van within the Office of Information Technology. It will replace a 2009 full size van. The older van has become too expensive to continue to repair and needs replacement. We would like to take advantage of this offer before the vehicle is sold to another entity.

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

We have submitted four solicitations for bids this year and no bids have been received for any cargo vans. No vans have been bid over the past several years. Quirk Ford has this van available on their lot and can deliver the vehicle upon receipt of a delivery/purchase order.

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

The quoted price from Quirk Ford, delivered to us at 66 Industrial Drive is more than \$4,600 below retail pricing. Most current vehicle pricing below retail, in today's market, is deemed to be value pricing. We have adequate financing available to purchase this vehicle.

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

When specifications and pricing are available and supply chain issues improve, we plan to competitively bid for these type vehicles and include EV, PHEV and Hybrid requests.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

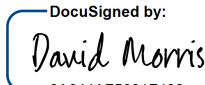
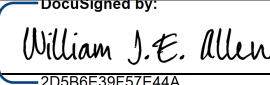
Does this request utilize ARPA/MJRP funds?

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:	David Morris	Date:	1/23/2024
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	1/30/2024

NOI 0120240107 01/31/2024 - 02/06/2024