

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:		DAFS/Central Fleet Mgmt		
Department Contract Administrator or Grant Coordinator:		Donny Crockett		
(If applicable) Department Reference #:		CFM PO#862778		
Amount: (Contract/Amendment/Grant)	\$ 7030.56	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	1/22/2021	Proposed End Date:	1/22/2021
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:		Daniel's Auto Body, Inc Gardiner ME		
Brief Description of Goods/Services/Grant:		Vehicle Accident Repair (CONFIRMING)		

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		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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

This vehicle was damaged in an accident and towed to this vendor.

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PART III: SUPPLEMENTAL INFORMATION

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

The vehicle was towed to this vendor after being incapacitated in an accident. To provide the most accurate estimate, it is necessary to remove/inspect damaged portions of the vehicle to identify needed repairs. Other vendors will not go to a competitor to perform an inspection for an estimate. It would be cost-prohibitive to tow to other vendors for additional estimates. We did however get a partial estimate by providing pictures to another vendor, however the estimate was not complete or comparable under the circumstances

The lowest bidder's estimate did not include full labor and some necessary replacement parts, as they did not physically inspect the vehicle, therefore the next lowest cost vendor who did physically inspect and provided all labor and materials (meeting specifications) was chosen

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

CFM has a vast Statewide network of approximately 400 vendors. Choosing this vendor includes factors such as location & proximity to the vehicle, reputation, past pricing and experience, and vendor's ability to repair in a timely manner to avoid costly downtime for the State Agency.

This vendor is the lowest cost meeting specifications.

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

N/A-this is for an emergency repair that is not planned. CFM always seeks multiple estimates when available in the close proximity to the vehicle's location.

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>		
	<small>DocuSigned by:</small> <i>Jaine C. Schorr</i>		
Printed Name:	James Schorr	Date:	2/24/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
	<small>2D5B6E39F57E44A...</small> William J.E. Allen		
Printed Name:	William J.E. Allen	Date:	2/26/2021

NOI 0220210017 02/26/2021 - 03/04/2021