

**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 Public Safety, State Bureau of Identification (SBI)	
Department Contract Administrator or Grant Coordinator:		Sgt Rick Moody / DPS Fleet Manager Melanie Peterson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 36,747	Advantage CT / RQS #: 20231208*847
CONTRACT	Proposed Start Date:	11/29/2023	Proposed End Date: 6/4/2024
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:		Central Maine Motors Auto Group, Waterville ME	
Brief Description of Goods/Services/Grant:		One Toyota Hybrid RAV4	

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.	
One Toyota Hybrid RAV4 that will be used by the State Bureau of Investigation. Currently, SBI is using outdated state police vehicles that are in constant need of repair. The Unit is training year round and need to have reliable vehicles.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
There are currently no Master Agreements in place for these types of vehicles. This Toyota Hybrid RAV4 located at Central Maine Toyota in Waterville and was quoted at or below other dealerships in Maine. In addition, Central Maine Toyota is located close to Augusta where the vehicle will primarily be housed for the FMO employee 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.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> 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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	Dec 12, 2023

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B0E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	2/8/2024

NOI 0220240147 02/08/2024 - 02/14/2024






PJF RAV4Hyrbid for SBI Sep 2023 (003)

Final Audit Report

2023-12-12

Created:	2023-12-12
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"PJF RAV4Hyrbid for SBI Sep 2023 (003)" History

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