



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with justification options A through L.

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.

Warden Johansen lives in a remote Warden house over 20 miles from the pavement. The 38-year-old surplus plow truck he currently uses is broken down. Warden Johansen needs to plow out his driveway and fuel tanks. There are 4 days a week that Warden Johansen needs to plow the ½ mile private road during a snowstorm. Currently without a plow, Warden Johansen and his wife could be stuck during an emergency. Approval has been made to purchase a plow for Warden Johansen's duty truck instead of fixing the surplus plow truck.

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

Stanley's Auto Center is the closest State Vendor to Warden Johansen. They are Warden Johansen's current auto repair shop and the requested work could be completed the quickest by utilizing this vendor as they are prepared to install the plow. A second quote was obtained which was more than Stanley's.

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

The cost of the plow, push plates and installation are fair and competitive to other distributors in the area.

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

This is a single purchase due to an emergency therefore does not require a future plan.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

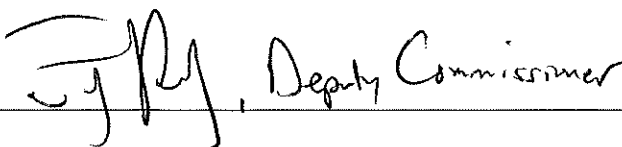
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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):

 Deputy Commissioner

Typed Name:	<i>Timothy Peabody</i>	Date:	<i>2/1/2024</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	2/8/2024

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