

# 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:		DEP/BRWM/Division of Response Services		
Department Contract Administrator or Grant Coordinator:		Jon Woodard		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 10,000.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	3/1/2020	Proposed End Date:	2/28/2020 <i>DB</i>
AMENDMENT	Original Start Date:		Effective Date:	<i>3/1/2020</i>
	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:		Adams Emergency Vehicles 500 Austin St Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:		Install emergency lighting package and radios on DEP Emergency Response vehicles.		

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

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

DEP emergency hazmat response vehicles are required to have appropriate safety lighting package and State Police radio communications. 5 trucks have been purchased by Central Fleet Management and cannot be used as intended as the state OIT cannot complete the task in a timely manner due to staffing issues and backlog of work.

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

Vendors are booked at this time and will not be able to provide the work in the timeline needed. This vendor will be able to provide the service within 2 weeks of signature of the contract. This vendor has been used in the past for similar services.


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

This vendor provides market value for the services. The funding will be from dedicated funding sources currently used to pay OIT for these services.

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

OIT will be utilized in the future to set up trucks provided they can schedule the work to fit the DEP needs. Future contractors utilized for the service will be solicited further in advance, resulting in more competitive bidders, via an RFP.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	<i>Gerald D. Reid</i>	<b>Date:</b>	<i>3/9/20</i>
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	3/17/2020