

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#894150		
Amount: (Contract/Amendment/Grant)	\$7,281.00	Advantage CT / RQS #:	RQS18P20230224*1023	
CONTRACT	Proposed Start Date:	2/2/2021	Proposed End Date:	2/13/2021
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:		Moody's Co-Worker Owned Ellsworth, 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 with a deer rendering it inoperable. This vendor supplied the most complete estimate with the lowest labor rate based on initial inspection in the vehicle's/driver's region of the State.

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PART III: SUPPLEMENTAL INFORMATION

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

We acquired two initial estimates for the repairs, PM Painting & Auto Body, and Moody's. The lowest bidder's estimate (PM) was incomplete, as it did not include all parts noted on the selected vendor's estimate and they charge a higher hourly labor rate.

Knowing that most body repairs will be supplemented by hidden damage not apparent on initial inspection, and the reasons mentioned previously, we selected the next lowest cost vendor who provided all labor and materials on their initial estimate to minimize supplemental and final invoice costs. Time is of the essence, as body repair shops are scheduling months ahead due to the current employment and supply chain issues.

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 and prudent 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>David Morris</i>		
Printed Name:	David Morris	Date:	2/27/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier	Date:	3/1/2023