



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

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:		MDOT Region 1 Fleet services	
Department Contract Administrator or Grant Coordinator:		David Larrivee	
(If applicable) Department Reference #:		T05-087	
Amount: (Contract/Amendment/Grant)	\$ \$ 6,846.77	Advantage CT / RQS #:	RQS2023031000000001092
CONTRACT	Proposed Start Date:	2/7/2023	Proposed End Date: 3/1/2023
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:		Casco Bay Ford, VS0000007065 1213 Us Route 1 Yarmouth Me. 04096	
Brief Description of Goods/Services/Grant:		T05-087 went into limp mode. The truck would not run.	

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.

T05-087 is a 2015 ford f 550 that went into limp mode w/ a check engine light on. Where the dealer was just next door in made sense that we ask Casco Bay Ford to further diagnostics the issues. I was determined that it had a code of P207F which was the diesel particulate filter was plugged and needed to be replaced The decision to move forward and have Casco Bay Ford perform the repair for \$6,846.77. The decision to use a commercial repair facility was made after careful considering the need to get this plow truck back in service.

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

Region 1 currently has a large number of units down for repairs or PM services, given the time of year and the priority to keep plow trucks up and running, the decision seemed appropriate to send T05-087 to Casco Bay Ford for repairs and get it back promptly where it is one of Region 1 F550 plow trucks.

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

Casco Bay Ford has shown in the past to have fair and reasonable rates. The repairs were needed to be done in a quick and timely manner. Casco Bay Ford provided these services in an efficient and cost-effective manner.

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

The region will continue to check availability with MDOT facilities to have the work done in house. If MDOT resources are not available, local commercial repair facilities be contracted for cost estimates and availability of prompt service appointments. The cost proposals will be reviewed, and the work will be awarded to the facility that can best meet the needs of MDOT.

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

Does this request utilize ARPA/MJRP funds?

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

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):

DocuSigned by:

Kyle A. Hall

51BA1171F8B9463...

Typed Name: kyle Hall

Director

Date:

3/13/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

Michelle Fournier

008BDD96E5247E...

Typed Name: Michelle Fournier

Date:

3/16/2023

Certificate Of Completion

Envelope Id: F08A3CDBE86C4DB49872DFE774FD98F2	Status: Completed
Subject: Complete with DocuSign: T05-087 Procurement Justification Formcopy (PJF).11.18.2021.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	Sharon Krechkin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	16 SHS
	Augusta, ME 04333-0016
	Sharon.Krechkin@maine.gov
	IP Address: 45.46.21.64

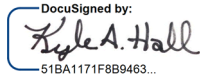
Record Tracking

Status: Original	Holder: Sharon Krechkin	Location: DocuSign
3/10/2023 8:19:48 AM	Sharon.Krechkin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

Signer Events

Kyle Hall
 kyle.hall@maine.gov
 Director M&O
 Security Level: Email, Account Authentication (None)

Signature


DocuSigned by:

 51BA1171F8B9463...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.182.163.121

Timestamp

Sent: 3/10/2023 8:22:09 AM
 Viewed: 3/13/2023 7:48:27 AM
 Signed: 3/13/2023 7:49:08 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/9/2021 5:43:55 AM
 ID: 61fec6ac-3574-49d2-b5cd-c142a27c6d52

Sharon Krechkin
 sharon.krechkin@maine.gov
 Contract/Grant Specialist
 MaineDOT
 Security Level: Email, Account Authentication (None)


 Signature Adoption: Pre-selected Style
 Using IP Address: 45.46.21.64

Sent: 3/13/2023 7:49:09 AM
 Viewed: 3/13/2023 7:59:08 AM
 Signed: 3/13/2023 7:59:22 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/10/2023 8:22:09 AM
Certified Delivered	Security Checked	3/13/2023 7:59:08 AM
Signing Complete	Security Checked	3/13/2023 7:59:22 AM
Completed	Security Checked	3/13/2023 7:59:22 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dawn.seagroves@maine.gov

To advise Carahsoft OBO Maine Department of Transportation of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dawn.seagroves@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Carahsoft OBO Maine Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Transportation during the course of your relationship with Carahsoft OBO Maine Department of Transportation.