



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.*

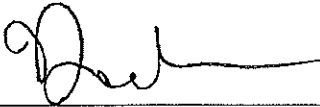
PART I: OVERVIEW			
Department Office/Division/Program:		Department of Public Safety, Office of the Fire Marshal	
Department Contract Administrator or Grant Coordinator:		Sgt Rick Moody/ DPS Fleet Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$34,645.00	Advantage CT / RQS #:	RQS16A 20240123*1021
<b>CONTRACT</b>	Proposed Start Date:	<b>11/29/2023</b>	Proposed End Date: 4/30/2024
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Central Maine Motors Auto Group, Waterville	
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 Office of State Fire Marshal Inspection Unit. Currently, the FMO inspection united fleet is outdated, and several vehicles are due for immediate replacement.
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 house 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.	The price is at or below two other dealerships that DPS Fleet looked at. Due to having Maine dealerships proving 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 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, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" 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):	
Typed Name:	Derek Gorneau, Assistant Commissioner
Date:	1/22/2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	3/13/2024

NOI 0320240281 03/14/2024 - 03/20/2024