

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

| PART I: OVERVIEW | | | |
|---|--|-----------------------|----------------------------|
| Department Office/Division/Program: | Dept. Public Safety/Maine State Police, Computer Crimes Unit/ICAC | | |
| Department Contract Administrator or Grant Coordinator: | Lt Scott Ireland Jaye Parker | | |
| (If applicable) Department Reference #: | | | |
| Estimated Contract or Grant Amount: | \$ 95,000 | Advantage CT / RQS #: | RQS-16A-20200331*1103 |
| AMENDMENT | Original Start Date: | | New Start Date: |
| | Original End Date: | | New End Date: |
| GRANT | Project Start Date: | 4/1/2020 | Grant Start Date: 7/1/2016 |
| | Project End Date: | 9/30/2020 | Grant End Date: 9/30/2020 |
| ALL OTHER | Proposed Start Date: | | Proposed End Date: |
| Vendor/Provider/Grantee Name, City, State: | Greenwood Emergency Vehicles 19 Summer Street Brunswick, Maine 04011 | | |
| Brief Description of Goods/Services/Grant: | Procurement of forensic crime van/custom build of interior for forensic analyst work stations/ICAC Grant | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|---|-----------------------------------|---|----------------------------------|
| Mark an "X" before the justification(s) that applies to this request. | | | |
| | A. Competitive Process | x | 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 |
| x | E. Emergency | | K. Client Choice |
| | F. University Cooperative Project | | L. Other Authorization |

| PART III: SUPPLEMENTAL QUESTIONS |
|---|
| Please respond to ALL of the following questions. |
| 1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I. |
| CVEU has been awarded an amendment for the procurement of a specialty van for the use of a Computer Forensic mobile crime vehicle which will be replacing the old RV vehicle that is being retired. The new vehicle needed is a 2020 Ford Transit High Roof Long wheelbase with dual wheels and specific interior layout specifications to include forensic analyst work stations, electrical supply capacity and outlets for numerous computers, necessary attachments/accessories, monitors and secure storage. This new vehicle will allow CVEU more flexibility, mobility and reliability given the age and condition of the old RV. This is the only vendor that can provide both the vehicle and the customization needed in the package for vehicle purchase and the |

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PART III: SUPPLEMENTAL QUESTIONS

interior customization within our time frame to spend down our award.

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

After researching other ICAC task force vehicles and layouts, we have found only one vendor, Greenwood Emergency Vehicles, in Brunswick that can provide both the vehicle and the customization needed in the package for vehicle purchase and the interior customization within our time frame to spend down our award. Greenwood is within working distance for any warranty issues or specialty equipment maintenance that cannot be handled by the State Police Garage in Augusta.

Greenwood is the only vendor that can provide the services that are fundamental to the timeliness of the use of grant funds being allocated for this procurement. Due to constraints placed on the use and allocation of funds in the first quarter of the year, the transition from the previous grant to the present one with respect to carry over monies and conditions of expenditure surrounding that, and the need to determine costs before imminent essential training costs can be expended, Greenwood Emergency Services has already provided an estimate of their services needed, which meets the financial requirements of the Grant, and can deliver those services in short order. The timeliness of the plans and execution of those plans is critical to the Grant process and our mission with respect to the training and equipment needs of our personnel as we start 2020.

We only just received approval to use these funds for this project by the feds 15 days ago which has resulted in the need to award this without a competitive bid. The time table on the turnaround is extremely short as the grant funds expire 9/30/2020 and since we already were granted a year extension on this grant, we are not allowed to request another.

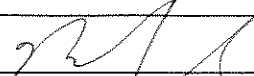

2. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Funding is approved pursuant to the 16 ICAC Grant for the Maine State Police Computer Crimes Unit. This cost is reasonable in comparison to other costs of specialty vehicles we have purchased before. The total estimated cost is well under the allotted amount under the Grant and leaves funds available to add needed forensic supplies.

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

This is a unique one-time specialty purchase.

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> | | |
| |  | | |
| Printed Name: | Michael Sauschuck | Date: | 4-1-2020 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Printed Name: | A4D4AF6018C54EC... Laurie Andre | Date: | 4/3/2020 |

NOI 0420200280 04/07/2020 - 04/13/2020