

## 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, BGS, Central Fleet Management |                    |           |
| Department Contract Administrator or Grant Coordinator: |                      | Mark Bailey, Director               |                    |           |
| (If applicable) Department Reference #:                 |                      |                                     |                    |           |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 35,000            | Advantage CT / RQS #:               |                    |           |
| CONTRACT  | Proposed Start Date: | 4/5/2022                            | Proposed End Date: | 4/19/2022 |
| 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:              |                      | O'Conner Chevrolet Buick GMC        |                    |           |
| Brief Description of Goods/Services/Grant:              |                      | GMC Savana 2500 Cargo Van           |                    |           |

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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 checked="" type="checkbox"/> | E. Emergency                      | <input type="checkbox"/> | K. Client Choice                 |
| <input type="checkbox"/>            | F. University Cooperative Project | <input type="checkbox"/> | 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.**

Central Fleet Management has an immediate need to procure a cargo van. All van orders for last year were cancelled and purchasing this van will give us the ability to replace an older higher mileage van within the fleet. There has been little to no availability for this type of vehicle due to supply chain issues.

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### PART III: SUPPLEMENTAL INFORMATION

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

John Mynahan from O'Connor's contacted me regarding this van that became available when a customer cancelled their order. Vans are in short supply and we have multiple options to use this van within the fleet. It is unknown when and if we will be able to bid and obtain pricing for similar type vehicles. O'Connor's is one of our long-time suppliers and does not require any special payment processing.

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

The price of \$35,000 is \$2,500+ below MSRP. Off the lot purchases below MSRP at this time are deemed to be reasonable and fair. Central Fleet Management has financing in place to purchase the vehicle immediately upon approval.

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

When specifications and pricing are available and supply chain issues improve, we plan to competitively bid for these type vehicles.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*  
DocuSigned by:

*Jaime Schorr*

**Printed Name:**

6D6437754DD0459...  
Jaime Schorr

**Date:**

4/5/2022

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*William J.E. Allen*

**Printed Name:**

2D5B6E39F57E44A...  
William J.E. Allen

**Date:**

4/5/2022

NOI 0420220298 04/05/2022 - 04/11/2022