

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:		Corrections-Special Operations Group		
Department Contract Administrator or Grant Coordinator:		Bret Smith		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 16,415.00	Advantage CT / RQS #:	03A 20220408*1174 <small>(shg 4/14/22)</small>	
CONTRACT	Proposed Start Date:	11/02/21	Proposed End Date:	06/30/22
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:		Admiral Fire & Safety, Inc. 9 Haigis Parkway Scarborough, Me 04074		
Brief Description of Goods/Services/Grant:		Fire-Police-Rescue -Services		

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:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

The Department put (12) vests out to bid for the Special Operations Group and the bid was awarded to Admiral's Fire & Safety – via BPO # 20210611*1039. The Department had a need for (7) additional vests for the new members and because of a miscommunication with the vendor – the (7) additional vests were shipped to the Department. The Department wishes to keep the vests.

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PART III: SUPPLEMENTAL INFORMATION

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

The initial commodity need was bid, and the bid was awarded to Admiral's via BPO # 20210611*1039. The Department would like to acquire (7) more vests from the same vendor.

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

The vendor is honoring the original bid cost for the (7) new vests.

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

Future needs will be competitively bid as needed.

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Mark S. McCarthy

Printed Name:

Mark McCarthy

Date:

4/11/22

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Sue H. Garcia

Printed Name:

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Sue H. Garcia

Date:

4/14/2022