



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.


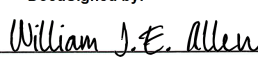
PART I: OVERVIEW				
Department Office/Division/Program:		Maine Department of Transportation (Maine State Ferry Service)		
Department Contract Administrator or Grant Coordinator:		Chris Smalley		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 14,218.34	Advantage CT / RQS #:	20220415000000001204	
CONTRACT	Proposed Start Date:	2/19/2022	Proposed End Date:	3/29/2022
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:		Milton Cat		
Brief Description of Goods/Services/Grant:		Warehouse supplies for requisitions for vessels		

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.	. We use all Cat parts to maintain the warranty coverage and Tier 3 status
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Milton Cat is sole provider for engines to Maine State Ferry Service. They are also sole source provider for depot level maintenance on vessel. We use Cat filters to maintain warranty and Tier 3 certification for our engines.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Cost was negotiated for the maintenance agreement
4. Describe the plan for future competition for the goods or services.	Upon finalization of this PJF, we will work with procurement to have a Master Agreement for future parts and filters. Part used for depot level maintenance by Cat techs will still be purchased under Contract.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<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:	William Pulver, C.O.O.	Date:	4-13-2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... william J.E. Allen	Date:	4/29/2022