



**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:		Dept. of Education / Office of Innovation / RREV Grant	
Department Contract Administrator or Grant Coordinator:		Beth Lambert / Elaine Bartley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 69,835.00	Advantage CT / RQS #:	20230413000000001268
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	
GRANT	Project Start Date:	8/1/2021	Grant Start Date: 8/3/2020
	Project End Date:	6/30/2024	Grant End Date: 7/31/2024
Vendor/Provider/Grantee Name, City, State:		Casco Bay Ford – Yarmouth, ME	
Brief Description of Goods/Services/Grant:		Purchase of a cargo/transit van for the purpose of traveling across the state to conduct Learning Tours and Professional Development on-site at each of our 45 awardee locations.	

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.

There are 45 different awarded pilots across the state from Limestone to Kittery and from Calais to Oxford Hills. These 45 sites are providing innovative educational programming to students at a variety of grade levels. We recently received the approval of our Federal Liaison to purchase a van for the purpose of conducting Learning Tours at each of the sites as well as conducting professional development sessions while on site. The van will be used to house all the technical equipment and materials. Once on-site, the professional development will be conducted at and within the van.

We have a very short window of time to purchase the van and get it equipped so we can begin our Learning Tours in the fall at the start of the next school year. Our grant ends in June of 2024.

We inquired about an electric vehicle. Based on feedback from Fleet Management, we do not have the infrastructure across the state to support an electric vehicle at the capacity of use we are anticipating.

We chose to purchase the van because of the anticipated frequency of use and distance needing to be traveled.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

In our conversation with Fleet Management’s Mark Bailey, he explained how they had recently gone to bid on a similar van purchase and received no bids. Mark Bailey said we would struggle to find any available but provided some names from dealers that he works with frequently. We started with Darling’s Ford in Bangor. Darling’s Ford did not have any available and wouldn’t for months. They looked in their system and suggested we try Casco Bay Ford or advised us to shop out of State in Berlin, NH. We eventually found one at Casco Bay Ford. They are a state vendor.

Given the scarcity of these types of vans and the timeframe in which we need it, sole source is the only option to secure this vehicle.

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

The quote provided is consistent for this type of vehicle. We looked at other dealerships and compared pricing.

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

**PART III: SUPPLEMENTAL INFORMATION**

This is a purchase solely based on the goals of this grant. It is a one-time need.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**


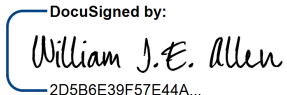
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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:	Daniel A. Chuhta	Date:	4/19/2023
Signature of DAFS Procurement Official:			
Typed Name:	william J.E. Allen	Date:	4/20/2023

NOI 0420230368 04/20/2023 - 04/26/2023


**Certificate Of Completion**

Envelope Id: CD080D463E754E5E95085B6353AB434F	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 162.248.186.11
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 4/19/2023 2:05:08 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 4/19/2023 2:05:09 PM Viewed: 4/19/2023 2:05:24 PM Signed: 4/19/2023 2:06:56 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	4/19/2023 2:05:09 PM
Certified Delivered	Security Checked	4/19/2023 2:05:24 PM
Signing Complete	Security Checked	4/19/2023 2:06:56 PM
Completed	Security Checked	4/19/2023 2:06:56 PM

**Payment Events**

**Status**

**Timestamps**