



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
Table with 4 columns and 10 rows containing procurement details such as Department Office/Division/Program, Amount (\$ 215,327), and Vendor/Provider/Grantee Name (Quirk Ford, Augusta, Maine).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C checked.

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.

Central Fleet Management has an immediate need to procure 4 Ford F150 Crew Cab trucks and 1 Ford F250 Extended Cab truck for use by State agencies whose use cases warrant ICE vehicles. All 5 units are needed to replace older high mileage/poor condition units within the Natural Resource Agencies where vehicle range considerations, off road capability, and emergency response are necessary. These vehicles will go to agencies that satisfy the proposed exemption criteria. We are nearly 200 vehicles behind in ordering due to supply chain issues. These vehicles will help us fill that gap.

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

Quirk Ford has these vehicles on their lot for sale and has offered them to us at a competitive price. Recent Requests for Bid (RFQs) have not produced the pricing or availability to order or purchase these types of vehicles from dealer lots. There are currently no EV, PHEV or Hybrid vehicles available to purchase that meet the use cases that these units will provide to Natural Resource agencies.

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

\$45,199/unit on the crew cab trucks is within \$200 of our list bid award for this type vehicle and is over \$4,600 lower than MSRP.

\$34,531 for the ¾ ton is over \$10,000 less than MSRP.

Central Fleet Management has financing available to purchase the vehicles 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 once again for these type vehicles and, if use cases and vehicle capabilities align, include EV, PHEV and Hybrid requests.

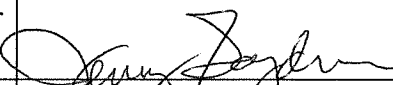
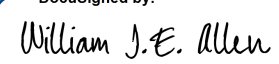
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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:	Jenny Boyden Associate Commissioner	Date:	4-25-23
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small> </div>		
Typed Name:	William J.E. Allen	Date:	4/26/2023

NOI 0420230394 04/26/2023 - 05/02/2023