

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:	DACF/Bureau of Parks & Lands		
Department Contract Administrator or Grant Coordinator:	Janet Johnson		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,299.00	Advantage CT / RQS #:	RQS 20210429*1007
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	Call of the Wild, Oxford, ME		
Brief Description of Goods/Services/Grant:	Purchase of Used Camper to serve as temporary living quarters for Park Managers at Popham and Rangeley.		

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

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PART III: SUPPLEMENTAL INFORMATION

It has been discovered that the Manager's Residence at Popham Beach State Park will require lead abatement for both the building and the soil surrounding it. The Park Manager and his family need to vacate the premises ASAP for the needed repairs. The purchase of this camper will provide living quarters for the duration of the abatement. Once the residence is deemed safe to return to, the camper will be moved to Rangeley Lake State Park and will serve as living quarters for the Park Manager there while a new foundation is poured and repairs are made to the Manager's Residence there. The Bureau then intends to sell the camper at the end of the season through State Surplus to recoup a large portion of the expense.

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

Three dealerships were visited:

Scott's Recreation in Turner
Camping World in Windham
Call of the Wild in Oxford

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

The camper found at Call of the Wild in Oxford was found to be the most economical model that would meet the needs of the Bureau. It is a gently-used 2019 model which is considerably cheaper than purchasing new. Current demand for RVs has resulted in a shortage of used models and no other suitable camper was found at the other two locations.

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

Future large equipment purchases will be put out to bid.

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:

Amanda E. Beal

Printed Name:

20AF3A2882BB4AA...

Date:

5/6/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:

William J.E. Allen

Printed Name:

205B6E39F57E44A...
William J.E. Allen

Date:

5/6/2021

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