

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:		DAFS, BGS, Central Fleet Management		
Department Contract Administrator or Grant Coordinator:		Mark Bailey, Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 171,948	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	5/4/2022	Proposed End Date:	6/30/2022
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:		Quirk Ford of Augusta		
Brief Description of Goods/Services/Grant:		4 – Ford Police Interceptor Utility Hybrid		

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:

- 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 these four vehicles. Recent legislation passed to combat catalytic convertor thefts requires these vehicles for the investigative unit of the Bureau of Motor Vehicles. They have selected these units as they meet their operational need and are hybrid and will be more fuel efficient than their gasoline alternative.

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PART III: SUPPLEMENTAL INFORMATION

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

Quirk Ford had extra units on order and was willing to save them for us to meet our need. The other Ford dealer who supplies police pursuit vehicles did not have any hybrid models available or on order. Quirk Ford is one of our long-time suppliers and does not require any special payment processing.

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

The price of \$42,987 is \$7,300+ below MSRP. Most purchases below MSRP at this time are deemed to be reasonable and fair. Central Fleet Management has financing in place to purchase the vehicle 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 for these type vehicles.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small>		
	<i>Jaime C. Schorr</i>		
Printed Name:	<small>6D6437754DD0459...</small> Jaime C. Schorr	Date:	5/4/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
	<i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	5/5/2022

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