



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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: | | DAFS/BGS/Central Fleet Management | | |
| Department Contract Administrator or Grant Coordinator: | | Mark Bailey | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 46,644 | Advantage CT / RQS #: | RQS18P20240426000000001528 |
| CONTRACT | Proposed Start Date: | 4/25/2024 | Proposed End Date: | 5/10/2024 |
| 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, Augusta, Maine | | |
| Brief Description of Goods/Services/Grant: | | 1 - Ford F150 Responder Pickup Truck | | |

| 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 checked="" type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

Procurement Justification Form (PJF)

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 have an immediate need for this police responder truck to fill the need of the Secretary of State's office in the Enforcement Division. One of their vehicles was totaled in an accident and the replacement is needed as soon as possible so the driver/agency can continue their enforcement duties.

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 an extra unit on their lot that we can purchase immediately to fill this need. Quirk would be able to make delivery immediately upon receipt of a purchase order. The current contracted vendor does not have enough inventory to fill the current need for the Secretary of State's office.

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

The quoted price from Quirk, delivered to us at 66 Industrial Drive is \$46,644. This price is lower than the contracted price for this vehicle type. We have adequate financing available to purchase these units.

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

Future purchases for this type vehicle will be done through Master Agreements and DO's issued to the contracted vendor.

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

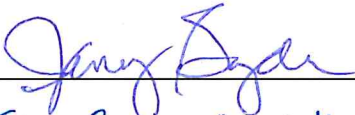

Does this request utilize ARPA/MJRP funds?

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: | Jenny Boyden, Associate Commissioner | Date: | 4-29-24 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Typed Name: | William J.E. Allen | Date: | 4/30/2024 |

NOI 0520240497