



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:		Dept. of Public Safety – MSP - IMAT	
Department Contract Administrator or Grant Coordinator:		Lt. Jodell Wilkinson / Lt. Tyler Stevenson Iris Rogers	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 61,380.65	Advantage CT / RQS #: RQS 16A 20240221*1196
CONTRACT	Proposed Start Date:	4/16/2024	Proposed End Date: 6/30/2024
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:		Harvey RV & Marine Glenburn, ME 04401	
Brief Description of Goods/Services/Grant:		Repairs on IMAT Command Post (Incident Management Assistance Team)	

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.

The Incident Management Assistance Team's Mobile Command Post is a 2005 Freightliner truck. It is in current working order however it needs several repairs and updates due to its age that are specialized and unique. The repairs and updates will ensure that as a team the IMAT Mobile Command Post is not only improved for safety purposes but will also allow us as a team to be as effective and efficient as possible.

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

The reason Harvey RV & Marine is the vendor chosen is because of where the IMAT Mobile Command Post is stored and its close proximity to Harvey. This is also important because of the fact that the truck requires a special licensed driver and Harvey RV & Marine is the only company in the area that provides these unique services. Another reason Harvey RV & Marine is the chosen vendor is that when the truck needed to be inspected Harvey RV & Marine went to where the truck was stored and completed the inspection so that it was completed in a timely fashion and one of our team members did not need to drive it to their facility. They are essentially the only business that provides these very specific and unique services in this geographic area, and historically they provide exceptional service.

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

The negotiated costs and rates are fair and reasonable as they are because these are in line with the required updates in equipment and the labor to complete these services. The original quote was completed years ago and has only risen due to inflation of both services and equipment that need to be purchased and rendered. These repairs and updates to the IMAT Mobile Command Post truck is much cheaper than having to purchase another truck and is extremely essential to being able to fulfill our mission as part of the Department of Public Safety and specifically the Maine State Police.

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

The plan for future competition for the goods or services would remain the same unless the IMAT Mobile Command Post truck was geographically relocated or if more businesses that provide these specialized and unique services increase over time.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


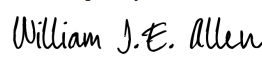
**PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <a href="#">Michael Sauschuck (Apr 22, 2024 10:25 EDT)</a>		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>ZDSB6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	5/1/2024

NOI 0520240509 05/02/2024 - 05/08/2024