



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 (\$62,273.75), Vendor/Provider/Grantee Name (MAG RETAIL HOLDINGS/MCGOVERN COMMERCIAL HQ), and Brief Description of Goods/Services/Grant (JAG Grant for a 2023 Ford Interceptor Utility Hybrid).

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. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Bureau of Maine Capitol Police is charged the safety and security at the State Capitol. As the Bureau completed its daily mission of safeguarding the citizens of the State of Maine, we are continually upgrading equipment and related technology, and adding personnel to our Bureau. We are adding new officers which require the purchase of another cruiser. This vehicle will be added to our fleet as a marked unit.

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

The selected vendor had the particular vehicle that we were looking for on their lot. The vendors locally did not have a hybrid, police package vehicle as we were instructed to purchase. The selected vendor does have a master agreement with the State of Maine. Also, the selected vendor does complete upfits of vehicles and I was informed by OIT that we were looking at long processing times to complete the unit. Also, the selected vendor works closely with Whelen Engineering, which also has a Master Agreement with the State of Maine for equipment purposes. Having the vehicle upfitted at the selected vendor, in conjunction with other master agreement vendors made logistical sense.

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

The completed costs were within the guidelines of the master agreement, for both the vehicle and the equipment. Our own upfitter (OIT) was unable to complete the installation in the timeline that we needed. No other vendor locally had a similar vehicle. The Funding is through a JAG grant, that has been issued.

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

In the future, Capitol Police will follow statute and utilize the Procurement Services competitive bid process.

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signature: <i>Derek A Gorneau</i> Email: derek.gorneau@maine.gov		
Typed Name:	Derek Gorneau	Date:	May 8, 2024
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	5/10/2024

NOI 0520240548 05/13/2024 - 05/19/2024






PJF for New Cruiser 05-08-2024

Final Audit Report

2024-05-08

Created:	2024-05-08
By:	Beth Olsen (beth.e.olsen@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAALKTRYZxH_T3HXHILBDNa_KbQv0NBeQf

"PJF for New Cruiser 05-08-2024" History

-  Document created by Beth Olsen (beth.e.olsen@maine.gov)
2024-05-08 - 5:20:01 PM GMT
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature
2024-05-08 - 5:20:56 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)
2024-05-08 - 6:33:26 PM GMT
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)
Signature Date: 2024-05-08 - 6:34:52 PM GMT - Time Source: server
-  Agreement completed.
2024-05-08 - 6:34:52 PM GMT