

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:		Maine Warden Service	
Department Contract Administrator or Grant Coordinator:		Lt. Thomas Ward	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 52779.30	Advantage CT / RQS #:	RQS202106081161
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:		Central Maine Powersports	
Brief Description of Goods/Services/Grant:		(6) ATVs	

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
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.

The MWS needs to purchase six (6) Polaris 570 Utility ATVs now for several reasons. Due to the fact the financial order was submitted later in fiscal year 2021, the DIFW just received permission to release those funds today after the mandatory waiting period. (This money is coming from two different accounts). Largely due to the Covid 19 pandemic, outdoor recreation is at an all-time high. The availability ATVs, snowmobiles, boats, etc. can be limiting. If we are given permission for a one-time sole source emergency purchase, these machines will be out in the field where they need to be for the 2021 fall hunting seasons. Additionally, if we have to wait two more

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PART III: SUPPLEMENTAL INFORMATION

months, it's very likely we won't be able to get the 2021 machines. At that point, we'd have to take the 2022 ATVs and these will probably be a little more money (I've experienced this inflation increase on other large purchases when the year changes)

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

We were given a price breakdown on the ATVs by Central Maine Powersports in Lewiston. The MWS has purchased multiple machines in the past five years from them as they've been the lowest bidder. We've found them to be fair and always received what we've purchased from them. Many wardens in the state have relied on these Polaris 570 Utility ATVs to ensure they're able to complete their task and to get the job done.

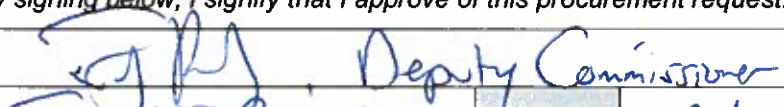
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

In the past, I have checked with other dealers and this is a comparable price for this particular make and model. Again, for reasons listed in paragraph #1, we need these machines now. The funds are coming out of MWS ATV Capital account and two will have a match applied out of the ATV Grant Program account which was approved by the Governor's Office.

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

In the future, we plan to bid our ATVs out. This request was largely due to the late approval, but the MWS needs these machines out in the field by the fall, a particularly busy time for lost hunters and serious enforcement work.

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>		
			
Printed Name:	Timothy Peabody	Date:	6/10/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>David Morris</i>		
Printed Name:	<small>2A644AF5681F482</small> David Morris	Date:	6/10/2021