

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)	\$ 124,246.02	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	5/27/2022	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:		3 – 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
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.

Central Fleet Management has an immediate need to procure these three vehicles. The Department of Marine Resources, Marine Patrol has an immediate need for these units to assure enough vehicles for new Marine Patrol officers. These units will be made available for administrative staff so trucks can be reassigned to new officers.

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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 \$41,415.34 is approximately \$6,320 below MSRP. Most purchases below MSRP at this time are deemed to be reasonable and fair. Central Fleet Management has financing available to purchase the vehicles 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):**

By signing below, I signify that I approve of this procurement request.

DocuSigned by:

Jaime Schorr

Printed Name:

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Jaime Schorr

Date:

5/27/2022

**Signature of DAFS
Procurement Official:**

DocuSigned by:

William J.E. Allen

Printed Name:

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william J.E. Allen

Date:

6/1/2022

NOI 0620220525 06/02/2022 - 06/08/2022