



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:		MaineIT / Radio Operations		
Department Contract Administrator or Grant Coordinator:		Tim Firnkes		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 14,150.00	Advantage CT / RQS #:	RQS 18B 20220601-1410
CONTRACT	Proposed Start Date:	One-time Purchase	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:		Scotts Recreation PO BOX 615 MANCHESTER, ME 04351		
Brief Description of Goods/Services/Grant:		2022 ALCOM EZEC 8.5x16 UTV Trailer		

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.

8.5x16' Full Enclosed Trailer to Transport and store UTV w-tracks for carrying people and equipment into remote sites, regardless of weather, where statewide public safety radio service equipment is located. Radio equipment must be promptly serviced/repaired/upgraded to minimize down-time and protect the public and public safety responders.

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

Supply chain issues, vendor has equipment available.

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

We sent out e-mails to different vendors in the state and received Quotes from 2. Scotts has a trailer in stock and is 4,100.00 Less then Messer Truck.

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

One-time purchase. Will competitively quote future purchases if need arises.

### 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):

DocuSigned by:



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Typed Name:

Frederick Brittain, Chief Information Officer

Date:

6/1/2022

Signature of DAFS  
Procurement Official:

DocuSigned by:



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**Procurement Justification Form (PJF)**

Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/1/2022
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