

## 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)	\$ 138,165	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	6/17/2022	Proposed End Date:	6/24/2022
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:		Darling's Auto Group		
Brief Description of Goods/Services/Grant:		5 – Chevy Bolt BEV 5 Door Wagon 1LT		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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 five vehicles. The order bank from General Motors is currently open to order them and recent history shows the order bank could close at any time.

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### PART III: SUPPLEMENTAL INFORMATION

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

Through a quote process with three dealers Darling's Auto Group provided the lowest price for these units. Darling's 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 \$27,633 is \$717 below MSRP. The two other prices were \$28,229 from Quirk Auto Group and \$28,350 (MSRP) from O'Connor Motors. Most purchases below MSRP at this time are deemed to be reasonable and fair. Central Fleet Management has financing in place to purchase the vehicles immediately upon receipt.

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

When supply chain issues improve, we plan to competitively bid for these type vehicles.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Jaime Schorr</i>		
<b>Printed Name:</b>	<small>6D6437754DD0459...</small> Jaime Schorr	<b>Date:</b>	6/17/2022
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> william J.E. Allen	<b>Date:</b>	6/21/2022

NOI 0620220603 06/21/2022 - 06/27/2022