



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:		Department of Defense, Veterans and Emergency Management	
Department Contract Administrator or Grant Coordinator:		Tanya L Schaub, Buyer II	
(If applicable) Department Reference #:		Bid 23-023 Revision 1	
Amount: (Contract/Amendment/Grant)		\$ \$50,803.71	Advantage CT / RQS #: CT 15A 20230523*3369
CONTRACT	Proposed Start Date:	<b>4/1/2023</b>	Proposed End Date: <b>12/31/2026</b>
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:		Tecogen, Inc, 45 First Avenue, Waltham, MA 02451	
Brief Description of Goods/Services/Grant:		To provide annual and quarterly contracted services for the Aegis Thermo Power 75KW Combined Heat and Power-Plant (CHP) located in Bangor, ME	

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.

This contract is to cover the transfer of the contract for one of the original units covered in PJF/CT 15A20230110\*1850 from Aegis Energy Services to Tecogen, Inc based on their purchase completed in April of 2023.

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

The contractor was chosen as part of CT 15A20230110\*1850. One of the units covered on this contract was subsequently sold to Tecogen, Inc with the sale being finalized prior to April 2023. The part of the contract for this unit was transferred to Tecogen, Inc

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

The costs were negotiated as part of the original contract. This is only pertaining to one of the units that was sold to Tecogen, Inc.

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

Future contracts will follow proper purchases requirements, guidelines and seek competitive bids.

### 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:  
*Scott A Young*  
8EDC934F194048D...

Typed Name: Scott A Young

Date: 24 May 2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Sue H. Garcia*  
E5DB92AC0F8D490...

Typed Name: Sue H. Garcia

Date: 6/15/2023