

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:		Dept of Public Safety Maine State Police – CVEU		
Department Contract Administrator or Grant Coordinator:		LT Aaron Hayden Jaye Parker		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 12,000.00	Advantage CT / RQS #:	CT-16A-20200728*0295	
CONTRACT	Proposed Start Date:	9/14/2020	Proposed End Date:	9/18/2020
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:		Commonwealth Transportation Consultants, LLC Mifflin PA		
Brief Description of Goods/Services/Grant:		Training for Heavy Vehicle Electronic Data Retrieval		

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.**

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PART III: SUPPLEMENTAL INFORMATION

The State of Maine Commercial Vehicle Enforcement Unit purchased heavy vehicle crash data diagnostic equipment to be able to use to identify causation of accidents involving commercial vehicles. This equipment will be used to provide information to identify how and why an accident occurred to better understand how to avoid such incidences from occurring again. This sophisticated equipment was grant funded as well as the training required to be able to extract the information from this equipment.

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

Proper interpretation of the data extracted from vehicles is essential to determining how the data aides the reconstruction of the accident. Commonwealth Transportation Consultant's analysts have been trained by Bosch, Caterpillar, Cummins, Detroit Diesel and PACCAR authorized trainers which provides us with knowledge of the variety of vehicles that our equipment covers.

Although this course is offered by other companies, this vendor is the only one that offers on site trainings. Other training requires travel of our associates, adding expense, and with the current issue of travel being discouraged during this unprecedented time of the pandemic, this is our only recourse given the end date of the grant paying for this is late Sept 2020.

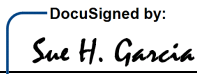
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This price includes a 36% Law Enforcement discount from the vendor's most recent public class.

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

This is a one-time training session providing current associates the training needed to use the equipment. This knowledge will be passed down to new associates as they join the team.

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:	Kendra Coates	Date:	7/28/2020
Signature of DAFS Procurement Official:			
Printed Name:	E5DB92AC0F8D490... Sue H. Garcia	Date:	7/29/2020