



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:		DAFS/BGS/Central Fleet Management	
Department Contract Administrator or Grant Coordinator:		Mark Bailey	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 853,054.20	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	7/14/2023	Proposed End Date: 9/30/2023
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:		McGovern Municipal HQ , Framingham, MA	
Brief Description of Goods/Services/Grant:		18 - Ford F150 Responder Pickup Trucks	

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 checked="" 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.

We have an immediate need for these police responder trucks to fill the need of several law enforcement agencies, including the enforcement division of Motor Vehicles, Warden Service, Marine Patrol, and the Department of Corrections. We would like to take advantage of this offer before the vehicles are sold to another entity.

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

We have recently submitted two solicitations for bids and no bids have been received for the Ford F150 Responder trucks. McGovern Municipality HQ has confirmed possession of some of these units with others in transit to their location. Our latest order update from Ford does not show ordering availability until later this year with unknown delivery times. McGovern has determined they can deliver the units by the end of August 2023.

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

The quoted price from McGovern, delivered to us at 66 Industrial Drive is \$47,391.90/unit. This price is lower than bids received for standard pickup trucks of this type that are not police package equipped. These units are more adequately built for law enforcement detail and are prewired for easier installation of radio equipment and emergency lighting. We have adequate financing available to purchase these units.

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 and include EV, PHEV and Hybrid requests.

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):



Typed Name:

Commissioner Figueroa

Date:

7/18/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle Fournier

Typed Name:

Michelle Fournier

Date:

7/20/2023

NOI 0720230801 07/20/2023 - 07/26/2023