

**State of Maine
Procurement Justification Form**

PART I: OVERVIEW

Department Office/Division/Program:		DHHS Riverview Psychiatric Center		
Department Contract Administrator or Grant Coordinator:		Matt Galletta/Mary Alderman		
(If applicable) Department Reference #:		RPC-21-003		
Amount: (Contract/Amendment/Grant)	\$34,222.17	Advantage CT / RQS #:	CT 10A 20200519*3382	
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date:	6/30/2023
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:		Cummins Inc., dba Cummins Sales and Service 30 Braintree Hill Office Park Suite 101 Braintree, MA 02184		
Brief Description of Goods/Services/Grant:		Full-service maintenance for Onan Generator		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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

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.

Annual inspection, annual load bank testing and a full-service maintenance check for the Onan Generator located at RPC. This service contract will provide three times a year services; tentatively scheduled for August, November and February of each year. These services are mandated by Joint Commission - EOC standards.

This vendor will provide trained technical personnel to perform the annual inspection, annual load bank testing and full-service maintenance check for the Onan Generator located at RPC. This is essential for the purpose of ensuring the emergency standby generator is in the best possible operating condition at all times. An emergency generator is required to provide electricity in the event of a power outage to ensure all facility operations remain uninterrupted.

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PART III: SUPPLEMENTAL INFORMATION

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

This vendor originally installed the Onan Generator at RPC. They have qualified technician(s) who can provide maintenance on the Onan Generator, Model #1500.ODFILE—2947, serial number A020327896. This vendor originally installed the generator, is familiar with the equipment and receives ongoing training updates provided by the manufacturer.

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

The cost of this service for the previous three years is as follows:

SFY 2018 = \$10,692.38
 SFY 2019 = \$11,472.91
 SFY 2020 = \$11,060.52

The costs above include comprehensive maintenance and testing of the generator and the vendor has kept cost increases to a minimum. The vendor will be paid in three installments upon the delivery of services performed.

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

This is a sole source contract as the Provider is the original vendor who installed the generator, retains proprietary software and maintains service on the generator. The Department does not intend to RFP.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>[Signature]</i>		
	By signing below, I signify that I approve of this procurement request.		
Printed Name:	<i>[Signature]</i>	Date:	6/18/20
Signature of DAFS Procurement Official:	DocuSigned by: <i>[Signature]</i> Kathy Paquette		
Printed Name:	41C2BA36EAF44CD kathy Paquette	Date:	8/7/2020