



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Chad Cooper		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 7,400	Advantage CT / RQS #:	RQS 03D 20230815*0262
CONTRACT	Proposed Start Date:	Click or tap to enter a date. 12-31-2023	Proposed End Date:	Click or tap to enter a date. 12-31-2033
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 Sales and Service Scarborough, ME		
Brief Description of Goods/Services/Grant:		Extended Warranty for Backup Power Generator		

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

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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.

Downeast Correctional Facility has a power generator for use in case of emergencies or power outage at the facility. The original generator was purchased as part of the Downeast construction project. The original warranty expires in December 2023. The facility wishes to extend the warranty period until 2030.

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

Cummins Sales and Service is the provider of the generator and the original warranty.

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

The vendor offered several warranty options, including a quote for parts only, an option for parts and labor, and an option for parts, labor, and travel. The facility has elected to take the option for parts and labor. The rate is similar to other warranty options for generators.

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

Generators and other capital equipment will be procured through the competitive process.

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:

Conner McFarland

FD522842914MFB...

Typed Name:

Conner McFarland

Date:

8/9/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

Michelle Fournier

Typed Name:

Michelle Fournier

Date:

8/25/2023