

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 Education – Education In the Unorganized Territories		
Department Contract Administrator or Grant Coordinator:		Cathy Severance		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8,719.82	Advantage CT / RQS #:	05C20210805*142	
CONTRACT	Proposed Start Date:	07/09/21	Proposed End Date:	07/20/21
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:		WC CRESSEY & SON, INC, 2 COMMERCE DR, KENNEBUNK, ME 04043 VC0000100011		
Brief Description of Goods/Services/Grant:		To pay for replacement parts of EUT school bus plate #055-092 due to moose/bus collision on 05/24/21. Risk management & DOE preapproved the repairs and vendors selected.		

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
	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.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

On 05/24/21 the 2021 EUT school bus Plate #055-094 collided on Rt 6 in Kossuth Plt with a moose that ran across the road in front of the bus. The approved repair vendor received the parts from the Thomas Bus dealer as approved by Risk Management and DOE to provide all needed services to get the bus back into service by end of summer. The EUT will be reimbursed by Risk Management for all expenses incurred due to the accident. Total expenses incurred will total \$21,490.01. Breakdown is K&C \$11619; Savage Paint \$1151.19 to be paid as normal for under 5K and Cressey's \$8719.82 by RQS request.

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

The vendor chosen is the State of Maine Thomas Bus supplier as well as warrantor and parts supplier for this 2021 bus.


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

Prices charged to the EUT as shown in the invoice are reduced below list price by 35%. Risk Management will be reimbursing the EUT for the cost of damages as covered by the insurance policies. Risk Management requested the quotes and determined that the costs quoted were fair and reasonable. See attached documentation file.

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

The State of Maine Risk Management Division's policies, regulations and guidance as insurer of EUT funded purchased vehicles are followed.

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:	Daniel A. Chuhta	Date:	8/20/2021
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
	<small>DocuSigned by: 41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	9/9/2021