

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:		DAFS, BGS, Central Fleet Management		
Department Contract Administrator or Grant Coordinator:		Mark Bailey, Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$416,585.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	9/23/2022	Proposed End Date:	9/30/2022
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:		Quirk Ford		
Brief Description of Goods/Services/Grant:		14 Ford Escapes of varying engine configurations. (See Below)		

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
	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.

Central Fleet Management needs to procure the following list of vehicles for use by State agencies. The vehicle types are needed for use across State government and the window to order them is very short. We were notified yesterday that no orders would be accepted after 9/23/2022 for the Hybrid versions and no date has been set to close the orders on the other models so we would like to order them now to avoid missing the order window.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

Model	Quantity	Total
2WD Escape Hybrid	1	\$29,420.00
2WD Escape Plug-in Hybrid (PHEV)	3	\$102,525.00
2WD Escape Gas	5	\$135,825.00
4WD Escape Hybrid	2	\$62,202.00
4WD Escape Gas	3	\$86,613.00
	14	\$416,585.00

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

We submitted a request to 2 vendors for quotes on the various Escape Models. I sent specifications to Quirk Ford and Darling's Ford and requested pricing by 5:00 p.m. on 9/21/2023. Quirk responded with pricing on 9/20/2023. Darling's pricing was not received prior to the established timeline and was informed their pricing could not be considered.

I would like to award the items to Quirk Ford.

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

All unit prices quoted were below MSRP. Pricing below MSRP at this time is considered to be fair and reasonable.

The funds to purchase these units will be available from our approved certificate of participation. (COP).

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.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Jaime C. Schorr

Printed Name:

Jaime C. Schorr

Date:

9/23/2022

**Signature of DAFS
Procurement Official:**

William J.E. Allen

Printed Name:

William J.E. Allen

Date:

9/23/2022

NOI 0920220958 09/26/2022 - 10/02/2022