

## 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 #:			
\$52,724		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:		2 – Ford Escapes AWD - White	

### 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 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

### 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 has an immediate need to procure 2 Ford Escapes AWD for use by State agencies. These two units are 2022 model year and are available for the price of \$26,362. The 2023 model year price from the same vendor is \$28,871. We intend to purchase other Ford Escapes at 2023 pricing but would like to take advantage of the two that are available immediately at the lower price.

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### PART III: SUPPLEMENTAL INFORMATION

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

The availability and pricing of these two units, combined with the immediate need for their use. Available for these types of vehicles at this pricing is very limited.

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

These two units are 2022 model year and are available for the price of \$26,362. The 2023 model year price from the same vendor is \$28,871. We intend to purchase other Ford Escapes at 2023 pricing but would like to take advantage of the two that are available immediately at the lower price. Central Fleet Management has financing available to purchase the vehicles immediately upon approval.

#### 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.

DocuSigned by:

*Jaime C. Schorr*

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**Printed Name:**

Jaime C. Schorr

**Date:**

9/23/2022

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*William J.E. Allen*

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**Printed Name:**

William J.E. Allen

**Date:**

9/23/2022

NOI 0920220959 09/26/2022 - 10/02/2022