



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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: | | Department of Administrative and Financial Services/Division of Procurement Service | |
| Department Contract Administrator or Grant Coordinator: | | Brandon Martin | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | | Advantage CT / RQS #: | |
| CONTRACT | Proposed Start Date: | 1/1/2023 | Proposed End Date: 12/31/2026 |
| 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: | | Wex Bank Sandy, UT | |
| Brief Description of Goods/Services/Grant: | | Fuel Card Services | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input checked="" 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 |

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.

These services are to provide fuel cards are to provide a means for State employees to purchase fuel for State-owned vehicles.

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

The National Association of State Procurement Officials (NASPO) issued a multi-state cooperative RFP for Fleet Card Services. The vendor WEX responded to this cooperative RFP and was the successful bidder. As the State of Maine is a member and participant in NASPO cooperative solicitations, we wish to issue a participating addendum to leverage this cooperative as it is best value for the State through its multi-state volume incentives. The rebate structure offered through the NASPO agreement will increase the overall rebate that State receives in three ways:

- Increased overall rebate
- Increased (rebate and days to pay) prompt pay discount
- National Incentive Rebate

WEX is also uniquely positioned to provide these services for the State, as they are the current provider of the Fleet Card Services. By continuing with WEX, the State fuel card users will not experience any interruptions or process and transition changes.

It is for these reasons that WEX presents the best value to the State of Maine.

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

The rebates offered through this agreement present an increased rebate over the existing agreement between the WEX and the State of Maine.

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

The Department intends to participate in the future NASPO cooperative agreement at the conclusion of this contract, with a 1/1/2027 contract start date.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

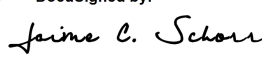

Does this request utilize ARPA/MJRP funds?

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:  6D6437754DD0459... | | |
| Typed Name: | Jaime C. Schorr | Date: | 10/4/2022 |
| Signature of DAFS Procurement Official: | DocuSigned by:  41C2BA36FAF44CD... | | |
| Typed Name: | Kathy Paquette | Date: | 10/7/2022 |