



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:		MaineIT/Radio		
Department Contract Administrator or Grant Coordinator:		Timothy Firnkes		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 14,431.48	Advantage CT / RQS #:	RQS 18B 20221021-0569	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.		
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:		Tessco Technologies, Hunt Valley MD		
Brief Description of Goods/Services/Grant:		Consoles and accessories for emergency vehicles		

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

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.

The consoles offer a clean and organized work area for the officers that use the vehicles on a daily basis. They allow for flexibility in space for the different requirements of each agency.

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

After researching different vendor and unable to find a contract for these items, Tessco has the best price and availability. Each year our agencies receive different make and model vehicles and these consoles will work in any vehicle with the least amount of cost.

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

I reached out to a representative from Tessco and they offer a discount by offering three faceplates and three filler plates for free when you order the console. They offer all the faceplates we need for the different radios and sirens, so it is one stop shopping.

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

I am currently working on researching companies that are covered under the NASPO agreement or a contract within state government.

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:

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Typed Name:

Frederick Brittain, Chief Information Officer

Date:

10/21/2022

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	10/21/2022