



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:		MaineDOT / Project Development / Property Office			
Department Contract Administrator or Grant Coordinator:		Guy Ladd			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$143,921.65	Advantage CT / RQS #:	RQS17A20231027000000000672	
CONTRACT	Proposed Start Date:	1 Nov. 2023	Proposed End Date:	31 Oct. 2025	
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:		Keystone Precision Solutions, Allentown PA			
Brief Description of Goods/Services/Grant:		Trimble Fleet Protection Plan Renewal Fee			

### 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.

This contract covers repairs to our existing survey hardware and upgrades to survey equipment firmware and software for a two-year period. The repairs and upgrades are necessary to maintain the functionality and consistency of results for Project Development preliminary design work and project construction support. The department should not risk data inaccuracy and survey data preparation delays due to outdated software and firmware versions

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

Keystone Precision Solutions was selected in 2006 by a competitive RFP to supply the Department's Trimble survey hardware and software, and to provide maintenance, repairs, updates, and software support. These services must be provided by a Trimble-authorized vendor, and Keystone is the sole Trimble-authorized vendor for the Northeast region. The repairs and support offered by Keystone have historically met our Department needs.

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

Keystone is providing the Department with a significant discount on each line item in the service plan. Discounts total \$59,640.57 below market value for service plans on the hardware and software in the Department's Trimble fleet.

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

When a substantial portion of the equipment in the Department's fleet reaches the end of its useful life we will at that time initiate an RFP for new equipment and service.

### 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):			
Typed Name:	Bill Pulver, C.O.O.	Date:	10-25-2023
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	11/6/2023