

**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 Public Safety- Communications	
Department Contract Administrator or Grant Coordinator:		Brodie Hinckley Amy Gower	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 110,241.00	Advantage CT / RQS #:	RQS-16A-20231108*723
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 1/31/2024
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:		Central Maine Motors Auto Group, Waterville Maine	
Brief Description of Goods/Services/Grant:		3- Toyota RAV4 Hybrid Small SUV	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

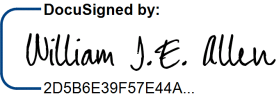
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" 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.	Three Toyota RAV4 vehicles to be assigned to three communications statewide, specifically, Houlton, Bangor, and Augusta. Currently, the vehicles assigned to these centers are older and in need of replacement. These vehicles are used for dispatchers to travel to Maine Criminal Justice Academy for training, to other regional communications center to help backfill shifts, and used by the centers operation managers to attend meetings. These hybrids also move the DPS fleet in the direction of lowering emissions by going to this type of vehicle.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	There are currently no Master agreements in place for these types of vehicles. These Toyota RAV4's located at Central Maine Motors were the cheapest location in the State of Maine. Other dealerships had similar vehicles, but the models were above the XLE package and therefore were more expensive.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	These RAV4's XLE hybrids were at the average selling price of the same models. Due to having quotes from multiple dealerships in Maine, we didn't expand into neighboring states for price comparison.
4. Describe the plan for future competition for the goods or services.	Due to the current Master agreement in place and the time it takes to receive them DPS, believes these Toyota Hybrids are a comparable in both cost and fuel economy. Furthermore, there is not a 180–360-day window to receive these vehicles considering the current vehicles need to be replaced now.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	Nov 8, 2023
Signature of DAFS Procurement Official:			
Typed Name:	william J.E. Allen	Date:	11/9/2023

NOI 1120231260 11/09/2023 - 11/15/2023

DRAFT



Vehicles for Dispatch- Communications Procurement Justification Form (PJF)_REV 11.3.2023

Final Audit Report

2023-11-08

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