

## 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:		Education, Education in the Unorganized Territory	
Department Contract Administrator or Grant Coordinator:		RHONDA CASEY	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 16,000.00	Advantage RQS #:	05C 20201112*509
CONTRACT	Proposed Start Date:		Proposed End 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:		K & C SERVICE CENTER, PATTEN, MAINE	
Brief Description of Goods/Services/Grant:		FEE FOR BUS STORAGE AND TOWING	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	<b>X</b>	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.**

The provider stored five unorganized territory buses for 13 months without payment. The vendor was sought as a central location for the unorganized territory staff to access for storage, general maintenance, and towing services when needed.

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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 vendor was originally selected as a central location for unorganized territory bus drivers who resided within a reasonable distance to the vendor to access for bus repairs, towing service, and storage of spare buses and/or buses in need of disposal through Surplus.


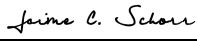
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The vendor issued five invoices totaling \$54,750 for services for 13 months. The Acting Director and vendor through various visits discussed the cost and came to a resolution, which as then reviewed by the Department of Education and Chief Procurement Officer, Department of Administrative and Financial Services. Payment for services will be issued from the Unorganized Territory general fund, which is then reimbursed by the Unorganized Territory Services Fund through the Department of Audit, Unorganized Territory Fiscal Administrator.

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

The Education in the Unorganized is willing to accept goods and services from any willing and qualified vendor as well as establish a Prequalified Vendor List.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel Chuhta	<b>Date:</b>	11/23/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Jaime C. Schorr	<b>Date:</b>	12/3/2020

NOI 1220201076 12/03/2020 - 12/09/2020


## Certificate Of Completion

Envelope Id: 9EE9E37995F84DE6A372E8F805D119E2	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.185.11

## Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
11/23/2020 8:45:34 AM	Daniel.Chuhta@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

## Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta		Sent: 11/23/2020 8:45:35 AM
Daniel.Chuhta@maine.gov		Viewed: 11/23/2020 8:46:28 AM
Deputy Commissioner		Signed: 11/23/2020 8:47:34 AM
Maine Department of Education		Freeform Signing
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 72.231.250.95	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

## Carbon Copy Events

Status

Timestamp

## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

## Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	11/23/2020 8:45:35 AM
Certified Delivered	Security Checked	11/23/2020 8:46:28 AM
Signing Complete	Security Checked	11/23/2020 8:47:34 AM
Completed	Security Checked	11/23/2020 8:47:34 AM

## Payment Events

Status

Timestamps