



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:		Maine Department of Transportation Fleet Services	
Department Contract Administrator or Grant Coordinator:		Dan Rolfe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 516,200.00	Advantage CT / RQS #:	RQS-20221103*642
CONTRACT	Proposed Start Date:	10/10/2022	Proposed End Date: 2/6/2023
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:		<div style="border: 1px solid black; padding: 2px;">           Prevost Car, a division of Prevost (Car) US Inc.VS0000018847            Greensboro, NC 27409         </div>	
Brief Description of Goods/Services/Grant:		This Commuter Coach Bus is for Cyr Bus Line Inc.	

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

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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.

MaineDOT is looking to purchase one Commuter Coach Bus for Cyr Bus Line Inc using Federal Transit Funding. Cyr Bus Line Inc. has been providing a Maine transit service for many years. One route Cyr Bus Line service provides is transporting our public from Old Town, Maine to Caribou, Maine, which is considered an intercity route by FTA guidelines; therefore, allowing them to receive Federal funding to help subsidize the cost of a new bus. When looking at obtaining one bus, the piggyback option outweighs the time and cost for Fleet Services to create, evaluate, and execute a new MaineDOT contract for one bus.

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

MaineDOT is looking to purchase one bus for Cyr Bus Line Inc. using Federal Transit Funding. Greyhound bus Lines Inc. has an open contract with Prevost Car, a division of Prevost (Car) US Inc., that would allow MaineDOT to piggyback onto their contract.

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

We've reviewed the Greyhound bus contracts bid information and pricing. Only two vendors submitted bids, MCI Bus and Prevost Car. Prevost provided all the documentation and options required along with the lowest bid price. Prevost was the only vendor that would hold their prices for 3 years. After reviewing all documents, we contacted Prevost and asked to put the bus into the production schedule. MaineDOT is providing 80 percent 5311(f) capital funds and Cyr Bus Line Inc is providing the other 20 percent. These 5311(f) federal funds are allocated for the intercity service.

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



Fleet continues to check the availability with other bus manufactures contracts and whenever possible, join in on joint procurement or piggybacking with other states if contracts meet the Departments and FTA requirements. FTA encourages piggybacking on existing contracts whenever that option is available and if the contract follows all FTA Best Practices Piggyback guidelines. MaineDOT will utilize the State of Maine competitive bid process if it is deemed the best route to go.

### 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:	William Pulver, C.O.O.	Date:	11-16-2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Kathy Paquette	Date:	12/15/2022

NOI 1120221195 12/16/2022 - 12/22/2022