



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:		DAFS, BGS, Central Fleet Management		
Department Contract Administrator or Grant Coordinator:		Mark Bailey, Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 232,250	Advantage CT / RQS #:	RQS18P20231208*0846
CONTRACT	Proposed Start Date:	12/7/2023	Proposed End Date:	1/10/2024
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:		Quirk Ford, Augusta, Maine		
Brief Description of Goods/Services/Grant:		5 Light Duty Pickup Trucks		

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.

Central Fleet Management has an immediate need to procure 4 Ford F150 Crew Cab trucks and 1 Ford F150 Extended Cab truck for use by State agencies. All 5 units are needed to replace older high mileage units within the fleet. We are nearly 200 vehicles behind in ordering due to supply chain issues. These vehicles will help us fill that gap.

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

Quirk Ford expects delivery of this vehicles this month and has offered them to us with competitive pricing. There are currently no EV, PHEV or Hybrid vehicles available to purchase that meet the need the units will provide.

[Click or tap here to enter text.](#)

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

These 5 units are \$5000-\$6000 below MSRP. Recent bid pricing is only approximately \$2,000 below MSRP.

Central Fleet Management has financing available to purchase the vehicles immediately upon approval.

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

As supply chain issues improve, we will continue the process of competitively bidding for these type vehicles and include EV, PHEV and Hybrid requests. Agencies will be required to select EV, PHEV and Hybrid options to meet statutory requirements, to the extent practicable.

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: <i>David Morris</i> <small>2A644AE5681E482...</small>		
	Typed Name:	David Morris	Date: 12/8/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small>		
	Typed Name:	William J.E. Allen	Date: 12/8/2023

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