

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:		Executive: Governor's Energy Office	
Department Contract Administrator or Grant Coordinator:		Lisa Smith	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$35,700 (amendment)	Advantage CT / RQS #:	20190103* 2005
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	10-1-2019	Effective Date:
	Previous End Date:	9-30-2020 (of original contract)	New End Date:
GRANT (project straddles two 5-year grant cycles)	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Environmental and Energy Technology Council of Maine, Portland, ME 04104	
Brief Description of Goods/Services/Grant:		Statewide heating fuel price survey – SHOPP award, U.S. EIA	

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
X	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.

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PART III: SUPPLEMENTAL INFORMATION

The Governor's Energy Office (GEO) conducts a weekly heating fuel price survey on behalf of the U.S. Energy Information Agency (EIA). For the last several years, it has consisted of weekly contact with 50-55 heating fuel retailers to obtain prices as well as maintain excel spreadsheet over time. In 2019, the survey the U.S. EIA expanded the survey to approximately 120 heating fuel retailers. Due to the popularity of this information (with the public), and the limited staffing resources of the office, the GEO has utilized a subcontractor to obtain the weekly prices, thus freeing up staff for more complex work.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The current vendor, Environmental and Energy Technology Council of Maine (E2Tech), has been performing this price survey for the GEO for the last 6-7 years. They are, at this point, **uniquely** familiar with the data collection process, the retailers, and the security measures required by the U.S. EIA regarding the confidentiality of the data. It would take considerable effort (and time) for the GEO to bring another vendor up to speed on the requirements, even if there were other vendors interested in this work for the limited budget available. There were no additional vendors interested in bidding on this work during the last RFP issued, which was in late 2018.

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

As stated in #2, the GEO put this service back out for competitive bid two years ago and received no responses. The current vendor was willing to continue performing the service for almost the same price as the previous contract, so the GEO entered into a contract with the existing vendor for a two-year period. Since entering into that contract, the EIA provided all states with a new sample of retailers from which to obtain weekly prices. Maine's sample size doubled from one week to the next, and most of the retailers in the new sample were unfamiliar with the price collection process. This required considerable effort both on the part of the vendor and the GEO to transition to the new survey sample. The GEO negotiated an increase with the current vendor as workload was significantly greater. Sample size doubled but the time needed to complete it was approximately 1.5X longer. The original contract had insufficient funds to pay for the additional work incurred due to the increased sample size. Therefore, this amendment adds funds to reflect a 1.5X increased workload and extends the contract through September 2022.

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

In 2022, the GEO can put this service back out for competitive bid if necessary.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Dan Burgess

Printed Name:

Dan Burgess

Date:

1/22/2021

**Signature of DAFS
Procurement Official:**

Jaime C. Schorr

Printed Name:

Jaime C. Schorr

Date:

1/24/2021

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