



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:		DECD/Office of Outdoor Recreation		
Department Contract Administrator or Grant Coordinator:		Carolann D Ouellette		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 80,000.00	Advantage CT / RQS #:	CT19A20220118000000001698	
CONTRACT	Proposed Start Date:	January 10, 2022	Proposed End Date:	April 30, 2022
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:		Paul Botticello/458 Ludlow St, Portland, ME 04102		
Brief Description of Goods/Services/Grant:		To provide consulting and facilitation services for foundational planning of the Maine Outdoor Recreation Economy road map project.		

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
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

The provider will bring professional knowledge of the outdoor industry and expertise of process design, facilitation, communication, and influencing to drive outcomes; and shall lead the design, planning, execution and facilitation of the activities within Foundational Planning.

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

The selected vendor has years of experience leading large-scale strategic planning and long-term operational systems innovation processes as former Vice President Organization Development & HR Business Teams at L.L.Bean. Not only does Paul bring this professional expertise in managing process design, but having worked for L.L.Bean he also brings a wealth of knowledge related to the outdoor industry.

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

The scope of work is very targeted and fees are in line with, and in most cases less than, other consulting contracts at the Office of Tourism including one of the most recent contracts that was awarded to Corragio Group for Sustainable Tourism Management Plan Development.

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

The Outdoor Recreation Economy Road Map project plans on securing consultants through the RFP process.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

There has been a very limited amount of work to date – just a few planning meetings since January 10th. We have been waiting for a VC#. The majority of the work will be in February-April.

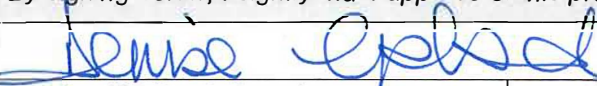

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Denise Garland, Deputy Commissioner	Date:	December 20, 2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	1/20/2022