

**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 / Maine Office of Tourism	
Department Contract Administrator or Grant Coordinator:		Hannah Collins	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 24,996.00	Advantage CT / RQS #:	CT 19A 20220126*1745
CONTRACT	Proposed Start Date:	1/31/2022	Proposed End Date: 6/30/2022
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:		Shop Maine Craft Gardiner, ME	
Brief Description of Goods/Services/Grant:		Provide visitor services at the visitor information center within the Maine Crafts Center operating in the Maine Turnpike Authority Service Plaza in West Gardiner.	

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.

Tourism is essential to the Maine economy. According to research conducted annually by the Maine Office of Tourism, total expenditures for tourism in 2019 equaled more than \$6.5 billion and supported nearly 116,000 jobs. With 80% of visitors to Maine driving to the state, part of an overriding strategic economic plan to move visitors throughout the state is to provide easily accessed information exchange service centers along major travel corridors within the state.

The Maine Office of Tourism (MOT) was mandated in 1983 by the State legislature to provide visitor services in state owned Visitor Information Centers.

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

The Center for Maine Crafts is operated by the Maine Crafts Association to promote Maine craftsmanship and to encourage visitors to explore the back roads of the state to meet the artisans and craftspeople at studios and shops. The staff is familiar with their suppliers and operations.

The Maine Turnpike Authority owns the Center for Maine Crafts facility in West Gardiner. The MCA provides all the display fixtures for information distribution and storage racks at the visitor center. The MCA collects and distributes statewide travel information through the Maine Tourism Association warehouse.

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

MCA has been required through contract to furnish all qualified personnel, equipment, materials and services necessary to operate and manage, in consultation and cooperation with the Department, the information station located in the Center for Maine Crafts in the West Gardiner, Maine service plaza owned by the Maine Turnpike Authority. The base contract dollar amount has remained stable based on staffing operations required to fulfill the scope of work required by this contract. The Department receives monthly invoices from the Maine Crafts Association as part of the "Scope of Services". These costs are considered fair and reasonable from the DECD viewpoint.

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

The information desk in the Center for Maine Crafts is a unique operation and represents an effort to collaborate with the Maine Turnpike Authority, the Maine Craft Association and the Department to reach visitors.



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:	Heather Johnson	Date:	1/26/2022
Signature of DAFS Procurement Official:	<small>Deauthorized by:</small> 		
Typed Name:	Debbie Jacques	Date:	1/28/2022