



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:		Governor's Energy Office	
Department Contract Administrator or Grant Coordinator:		Stephanie Watson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 35,000	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	12/7/2022	Proposed End Date: 3/15/2023
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:		Maine International Trade Center, Portland, Maine	
Brief Description of Goods/Services/Grant:		The Maine International Trade Center will develop a framework to grow the commercial offshore wind market in Maine, including the domestic and international elements.	

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.

The Maine International Trade Center (MITC) will support business planning and development marketing efforts for offshore wind on behalf of the GEO. These efforts are part of the GEO's larger Offshore Wind Road process, of which MITC has participated in. MITC is a public-private partnership, supported by the Maine Department of Economic & Community Development, and has specific expertise offering business assistance. The specific scope of work identified in the MOU will help the GEO achieve the goals identified in its grant with the U.S. Economic Development Administration for the development of the Offshore Wind Roadmap.

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

The vendor was chosen due to their unique international and domestic experience, including their understanding of the Offshore Wind Roadmap and the entities engaged in the sectors directly and indirectly related to offshore wind.

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

The negotiated costs were determined through negotiations with the Maine International Trade Center and were determined to be fair and reasonable.

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

If related services are needed, the GEO may extend this agreement or identify a new vendor through the appropriate vendor sourcing process.

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:

Dan Burgess

Date:

12/19/2022

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i>		
Typed Name:	066BBD96EE5347F... Michelle Fournier	Date:	1/10/2023