



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:		Agriculture, Conservation & Forestry/ARD/Ag Trades Show	
Department Contract Administrator or Grant Coordinator:		Anne Trenholm	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,500.00	Advantage CT / RQS #:	01A 20231229*1837
CONTRACT	Proposed Start Date:	1/8/2024	Proposed End Date: 1/15/2024
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:		Headlight Audio Visual Inc., Portland, ME	
Brief Description of Goods/Services/Grant:		Provide auxiliary venue audio and technical supplies, and presentation recordings for a selection of Maine Agricultural Trades Show conference sessions and presentations.	

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
X	E. Emergency		K. Client Choice
<input type="checkbox"/>	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.

We need temporary, auxiliary support to complete outreach as part of specific event conference sessions. The Augusta Civic Center is the event venue, and the conference sessions will need additional equipment for successful presentations.

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

Headlight Audio Visual is the event venue's ACC's preferred vendor when ACC inventory is insufficient or inadequate (as it is with the Ag Trades Show), the vendor is familiar with the event, and has been vetted via other services.

Single source justification: adding A/V services to the existing Augusta Civic Center contract was quoted 20% higher than Headlight AV. Headlight (this vendor) provided the lowest hourly rate of all the quoted vendors, including those on the master agreement. Headlight AV is experienced in providing high-quality services at the Augusta Civic Center, including fulfilling our Agricultural Trade Show needs during last year's 2023 show.

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

The vendor has provided multiple quotes, working with conference session hosts to arrive at rates for equipment and services. Their professional services are recognized for experience and breadth of rental equipment choices to help support additional technical equipment of this large public event.

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

Continue to solicit quotations for professional services.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

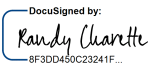
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: APPROVALS

Procurement Justification Form (PJF)

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Deputy Commissioner, Department of Agriculture, Conservation and Forestry
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Typed Name:	Randy Charette	Date:	1/8/2024
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Signature of DAFS Procurement Official:	
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Typed Name:	Joseph Zrioka	Date:	1/8/2024
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