



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:	MaineDOT / Executive Office		
Department Contract Administrator or Grant Coordinator:	Shelly Wood		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 27230.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date: 12/7/2023	Proposed End Date:	12/7/2023
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 Better Transportation Association (VC1000061723 150 Capital Street, Suite 5 Augusta, ME 04330		
Brief Description of Goods/Services/Grant:	72nd Annual Maine Transportation Conference		

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.

MaineDOT collaborate with the Maine Turnpike Authority & Maine Better Transportation Association plus a few other vendors as partners for organizing the Annual Maine Transportation Conference. This is the only conference available every year at this level; both MTA and MBTA work closely with the Department throughout the year on many other topics.

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

Maine Better Transportation Associates works with many of the same vendors MaineDOT does to conduct their day-to-day business as does Maine Turnpike Authority. The 3 organizations work closely together to develop the conference agenda, seeks Keynote speakers for the conference and provides staff to work the day of the conference. This year's conference topic was 'Smart Investments Strong Infrastructure, Advancing Maine's Transportation landscape.

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

MaineDOT is a sponsoring partner with the Conference and are aware of charges for the Conference.

The Department pays for approved staff members registration fee to attend for the conference and our rate is reduced by assisting with the creating of the Conference agenda. MaineDOT staff are involved in the aspects of planning the Conference, to defer the cost of the registration fee to the Department.

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

Each year the entities look at ways to defer the cost for the Conference the best way they can. MaineDOT is a major sponsor with industry vendors, contractors and consultants the Department works with over the years who are also invited to attend the conference. This provides a great networking opportunity for all. This is only conference in the State of this magnitude.

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


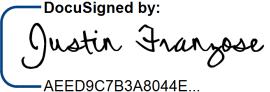
Does this request utilize ARPA/MJRP funds?

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:	Bruce A. Van Note, Commissioner	Date:	12/12/23
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Justin Franzose AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	1/22/2024