



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:	Maine Bureau of Highway Safety		
Department Contract Administrator or Grant Coordinator:	Jaime Pelotte		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,615.46	Advantage CT / RQS #:	CT 16A 20240123*2023
CONTRACT	Proposed Start Date:	2/1/2024	Proposed End Date: 9/30/2024
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:	2/1/2024	Grant Start Date: 2/1/2024
	Project End Date:	9/30/2024	Grant End Date: 9/30/2024
Vendor/Provider/Grantee Name, City, State:	Governors Highway Safety Association Consulting Services Initiative (CSI) Washington, DC		
Brief Description of Goods/Services/Grant:	The Maine Bureau of Highway Safety (MBHS) has requested the assistance of the Governors Highway Safety Association Consulting Services Initiative (CSI) to provide logistical and programmatic support for a multi-day statewide CPS Technical Conference to be held in August 2024.		

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
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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 Governors Highway Safety Association Consulting Services Initiative (CSI) will provide logistical and programmatic support to the Maine Bureau of Highway Safety (MeBHS) for a multi-day statewide Child Passenger Safety Technician (CPST) Conference. The logistical support would include reviewing MBHS' site (e.g., hotel, conference center) request for proposals (RFP), proposals received in response to the RFP and the selected-site's contract and other vendor contracts. The programmatic support would include working with the MBHS staff to develop the conference agenda and identify speakers and obtain certifying body approval for the provision of Continuing Education Units (CEUs) for qualifying workshops and general sessions. This conference would host national CPS speakers, provide CEU credits, seat signoffs for technicians and more. It would be an excellent opportunity for technicians to receive all their recertification requirements in just one or two days. This would also help the State of Maine Child Passenger Safety Technician retention rate as well as provide an opportunity for technicians to build relationships with one another and allow for collaborations in the future (car seat check events, etc.).

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

The Governors Highway Safety Association Consulting Services Initiative (CSI) Consultants include multiple experience and knowledgeable stakeholders within Child Passenger Safety. The consultants have many years of experience as well as, many contacts to help with speaker outreach and getting Continuing Education Units (CEU) approved for the conference, assisting with the agenda, etc. With many years of event planning and Child Passenger Safety knowledge and experience, the Governors Highway Safety Association Consulting Services Initiative (CSI) will provide the Maine Bureau of Highway Safety with assistance to ensure the Technician Conference is successful.

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

Costs are consistent with CSI projects of a similar or same nature provided to other State Highway Safety Offices.

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



MeBHS has previously issued a competitive bid for these services and no bids were received.

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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):	 Michael Sauschuck (Jan 26, 2024 10:12 EST)		
Typed Name:	Michael J. Sauschuck	Date:	Jan 26, 2024
Signature of DAFS Procurement Official:	 <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	1/29/2024






CPS Conf 2024 PJF

Final Audit Report

2024-01-26

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