



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Economic & Community Development Maine Office of Tourism	
Department Contract Administrator or Grant Coordinator:		Kimbalie Lawrence	
Amount: (Contract/Amendment/Grant)	\$ 29,518.20	Advantage CT / RQS #:	19A 20241119*1302
CONTRACT	Proposed Start Date:	2/1/2025	Proposed End Date: 4/30/2025
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:	2/1/2025	Grant Start Date: 2/1/2025
	Project End Date:	4/30/2025	Grant End Date: 4/30/2025
Vendor/Provider/Grantee Name, City, State:		Eastport Port Authority Eastport, Maine	
Brief Description of Goods/Services/Grant:		Support for customs and border patrol screening of cruise ship passengers through the Port of Eastport	

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 checked="" 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.
Per Title 5 §13090-C, the Office of Tourism shall administer a program to support and expand the tourism industry and promote the State as a tourist destination. Support from the Maine Office of Tourism will assist the Eastport Port Authority in its expenses to the US Customs and Border Patrol to efficiently screen cruise ship passengers as they enter the

PART III: SUPPLEMENTAL INFORMATION

US through the Port of Eastport, improving visitor experience to the City of Eastport, and increasing time and visitor spending within the destination.

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

Under 5 MRSA §13090-C(2)(E), it states that the Director of the DECD Office of Tourism shall “Provide basic support and discretionary matching grants to local, regional and statewide nonprofit agencies that directly affect the achievement of the duties and responsibilities of the office.” This grant has been established under that authorization. There is no other entity in local, state, or the federal government that is responsible for coordinating tourism within the State of Maine, and the DECD Office of Tourism has been authorized in statute to provide these grants.

The selected vendor, Eastport Port Authority is the sole organization under which the US Customs and Border Patrol partners with to screen inbound visitors to the City of Eastport from international cruise ships. There are no other entities that perform this activity for incoming visitors.

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

The negotiated costs of this grant are determined by the US Customs & Border Patrol, the funding has been allocated as a one-time grant to the City of Eastport to off-set the costs of screening international visitors.

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

This is a one-time grant, so there will be no need for future competition or need of these specific 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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Heather Johnson, Commissioner	Date:	Jan 15, 2025
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	1/22/2025






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Final Audit Report

2025-01-15

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