



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 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:	Alex Kimmel		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 33,510.00	Advantage CT / RQS #:	20241219000000000894
<b>CONTRACT</b>	Proposed Start Date:	<b>12/5/2024</b>	Proposed End Date: 12/5/2024
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	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 St, Suite 5 Augusta ME 04330		
Brief Description of Goods/Services/Grant:	73rd 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
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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.

MaineDOT collaborates with the Maine Turnpike Authority & Maine Better Transportation Association along with several 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 Association and Maine Turnpike Authority both work with many of the same vendors MaineDOT does to conduct their day-to-day business. The three organizations work closely together to develop the conference agenda, seek keynote speakers for the conference, and provide staff to work the day of the conference. This year's conference topic was "Safety For All: reliable mobility, livable villages, and effective transitions"

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 is 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 registration fees 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 of the conference as best 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 the 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, 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:	Bruce A. Van Note	Date:	1/24/25
Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	1/28/2025