

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		DACF/BPL/MCC	
Department Contract Administrator or Grant Coordinator:		Taylor Deely	
(If applicable) Department Reference #:		N/A	
Document Amount:	\$ 6,300	Advantage CT / RQS #:	20200122000000002114
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:
ALL OTHER	Proposed Start Date:	3/1/2020	Proposed End Date: 4/30/2020
Vendor/Provider/Grantee Name, City, State:		Aerie Backcountry Medicine 100 N Ave. West Missoula, MT 59801	
Brief Description of Goods/Services/Grant:		Eight-day Wilderness First Responder course for Maine Conservation Corps (MCC) Team Leaders.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The purpose of this contract is to obtain Wilderness First Responder (WFR) training for Maine Conservation Corps (MCC) Team Leaders. WFR training will be designed to address the unique tasks corps members are engaged in (using hand tools, chainsaw operation, inclement weather exposure, etc.). WFR training is necessary for the safety, preparedness, and response of MCC trail crews, especially in backcountry situations.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This contract award is the result of obtaining competitive quotes. Five key providers of Wilderness First Responder training were selected based on research, past experience, and recommendations from other trail professionals. A request for competitive quotes with detailed scope of work was sent to all potential providers. Aerie Backcountry Medicine was selected for providing the most cost-effective option. Results follow:

1. **Aerie Backcountry Medicine: \$6,300**
2. Stonehearth Open Learning Opportunities (SOLO): \$6,580
3. NOLS Wilderness Medicine: *Unable to meet requirements set forth in RFQ*
4. Wilderness Medical Associates International: *Missed deadline for quotes, \$6,600 (based on 2019)*
5. Desert Mountain Medicine: *Declined quote for training*

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

The cost of implementing this training is \$6,300 which includes a flat rate of \$525 per student. The flat rate includes all instructor travel expenses. MCC will provide food and lodging for the instructor during this workshop. MCC will provide instructor transport from/to a Maine based airport. MCC will also provide classroom space, projector equipment, and a flip chart as needed for training purposes.

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

Wilderness First Responder (WFR) training is implemented on a yearly basis. MCC plans to obtain competitive quotes in November 2020 for the 2021 WFR training.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Kandy Chereffe</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	Amanda E. Beal, Commissioner	Date:	2/10/2020
	<i>by Kandy Chereffe</i>		
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date:	2/11/2020