

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		MRS/Property Tax Division		
Department Contract Administrator or Grant Coordinator:		Andrea Lubejko		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6250	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	8/3/2020	Proposed End Date:	8/4/2020
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:		Cornell Consultants, Manchester, NH		
Brief Description of Goods/Services/Grant:		Advanced professional development courses for property tax assessors		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
x	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

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PART III: SUPPLEMENTAL INFORMATION

MRS Rule 205 – Certification of Assessors provides for advanced certification levels for municipal assessors. Maine Revenue Services is charged with training municipal assessors and it does this primarily through three major training programs: the Maine Property Tax School, the Property Tax Institute and a week-long course offering in southern Maine. This waiver is requested to purchase the necessary materials such as the books and examples required for these proprietary courses, in addition to the instructor fee.

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

The course and materials presented by Cornell Consultants are proprietary and cannot be obtained from another source.

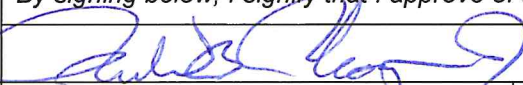
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The costs of the course and materials are comparable to those of other courses the Property Tax Division has offered in the past.

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

If similar courses to those presented by Cornell Consultants are available from other sources, and if they are selected by our partner organizations for inclusion in our future events, we will consider them at that time.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Richard B. Thompson, Jr.	Date:	2/10/20
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEE09C7B3A8044E... Justin Franzose	Date:	2/12/2020