

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. 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:		DEP/Office of the Commissioner/Water		
Department Contract Administrator or Grant Coordinator:		John Maclaine		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 9,000.00	Advantage CT / RQS #:	06A 20200224*2339	
CONTRACT	Proposed Start Date:	02/24/2020	Proposed End Date:	12/31/2020
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:		New England Interstate Water Pollution Control Commission, 584 Main St., S. Portland, ME 04106/650 Suffolk St., Suite 410, Lowell, MA 01854		
Brief Description of Goods/Services/Grant:		Administrative Assistance Support for in-person training programs and management of online training modules.		

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
	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

The Department has made a commitment to outreach and education as a means to increase compliance rates with environmental regulations (a primary function of the Agency) by the private sector. This effort has strained the Department's resources, particularly administrative support to schedule, advertise, document, collect payments, track certifications, and other tasks associated with providing training for programs like the Department's Nonpoint Source Training and Resource Center (NPSTRC) and others that are required to provide these trainings.

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

The requested sole source (JETCC) is a component of a non-profit, quasi-government agency – the New England Interstate Water Pollution Control Commission (NEIWPCC). The Joint environmental Training Coordinating Committee was formed by NEIWPCC specifically to provide the administrative support that is the subject of this contract.

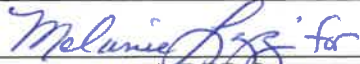
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

It is anticipated that course registration fees paid by attendees will provide most of the contractor's compensation, and Department staff will review the contractor's estimated level of effort and costs for each course and will modify them as appropriate.

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

The Department will continue to search for other vendors to provide these services and will consider issuing an RFP.

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:	Gerald Reid, DEP Commissioner	Date:	2/20/20
Signature of DAFS Procurement Official:	<i>Sue H. Garcia</i>		
	<small>DocuSigned by: E5DB92AC0F8D490...</small>		
Printed Name:	Sue H. Garcia	Date:	2/28/2020