



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	DECD/Admin		
Department Contract Administrator or Grant Coordinator:	Denise Garland		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$20,000.00	Advantage CT / RQS #:	CT19A20220202000000001798
CONTRACT	Proposed Start Date:	2/14/2022	Proposed End Date: 5/27/2022
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:	SHL Enterprise Solutions		
Brief Description of Goods/Services/Grant:	Provide professional consulting services with implementation strategies for business attraction and development at Loring Commerce Center.		

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 checked="" type="checkbox"/>	J. Willing and Qualified
<input checked="" 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.

Title 5, Section 13080 establishes Loring Development Authority of Maine (LDA) as a body corporate and politic and a public instrumentality of the State to take title, acquire and manage the properties within the geographic boundaries of Loring Air Force Base in the name of the State.

Covid-19 pandemic created challenges for business attraction and recruitment and LDA has seen a decline in revenues to support its operating expenses. Business attraction has been halted through lack of resources and the current Executive Director has retired and working part-time to provide assistance with facility maintenance.

DECD recently facilitated a Sustainability Plan for redevelopment of Loring Commerce Center and resources have been requested in the FY22 Supplemental Budget.

Professional consulting services are required to develop implementation strategies for business attraction and development at Loring Commerce Center that will inform an RFP to be issued once Supplemental Budget funding is available.

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

Steven Levesque principal of SHL Enterprise Solutions recently retired as the Executive Director of the MidCoast Regional Redevelopment Authority at the former Brunswick Naval Air Station. Mr. Levesque's resume and record of successful business attraction and redevelopment is outstanding. He has offered to assist DECD and his assistance will provide critical insights into achievable strategies for success.

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

SHL Enterprise Solutions offered a monthly fee of \$5,000 plus reasonable expenses for travel, etc. SHL will commit 40 hours per month in support of this engagement.

DECD and the Loring Development Authority Board agreed that these costs were fair and reasonable.

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

An RFP will be issued for permanent services once the FY22 Supplemental Budget is approved.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


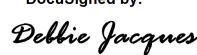
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Heather Johnson	Date:	2/2/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	2/7/2022