



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

# DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

## 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:		Agriculture/ARD	
Department Contract Administrator or Grant Coordinator:		Melissa Jordan	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 16,161.18	Advantage CT / RQS #:	RQS 01A 2023*0872
CONTRACT	Proposed Start Date:	9/11/2022	Proposed End Date: 11/7/2022
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:		VC0000249044, Summit Exhibits, Orlando, FL	
Brief Description of Goods/Services/Grant:		Show services relating to tradeshow.	

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

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.

Show services, shipping, electrical, plumbing, rental of refrigeration units and labor for tradeshow booths at two shows in September and October.

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

Services are offered only by the tradeshow and convention center and therefore are not negotiable.

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

Services are offered only by the tradeshow and convention center and therefore are not negotiable. Services provided were typical and necessary for tradeshow booth set-up and needs for exhibition.

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

~~N/A~~

Competitive process may be considered in the future if the opportunity is available.

### 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):

DocuSigned by:  
Randy Charette  
8F3DD450C23241F...

Typed Name:

Randy Charette

Date:

1/25/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
Michelle Pournier

Typed Name:

Michelle Pournier

Date:

2/10/2023