



PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW			
Department Office/Division/Program:	DECD/Maine Office of Tourism		
Department Contract Administrator or Grant Coordinator:	Kimbalie Lawrence		
Amount: (Contract/Amendment/Grant)	\$30,000.00	Advantage CT / RQS #:	19A 20240211*1901
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date: 12/31/2025
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:		Maine Indian Education Calais ME	
Brief Description of Goods/Services/Grant:		Calais Visitor Information Center Support	

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.
The Visitor Information Center (VIC) located in Calais, Maine is located in the facility that is owned by Maine Indian Education. The utility expenses and general maintenance and cleaning are critical components of the VIC operation. Separating these services specific to the space occupied by the VIC is not financially feasible or reasonable.

PART III: SUPPLEMENTAL INFORMATION

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

Maine Indian Education keeps this building very well maintained, staffed and welcoming for visitors. In addition, it houses exhibits telling the story of the Downeast region. Maine Indian Education has worked to develop and implement a sustainable building use plan in which MOT plays a critical role. This space is also available to rent for events, which also offsets building-related costs. This building holds great value to the community designated as a Wabanaki Cultural Center.

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

The contractor and MOT determined the cost based on square footage, traffic count, hours and usage of the building.

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

No potential opportunities exist that could provide these services described to the Calais VIC where it is currently located.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Heather Johnson, Commissioner	Date:	Feb 12, 2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	2/19/2025






PJF-Maine Indian Education-2025-26

Final Audit Report

2025-02-12

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