



PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW				
Department Office/Division/Program:	DECD/Maine Office of Tourism			
Department Contract Administrator or Grant Coordinator:	Kimbalie Lawrence			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$30,000.00	Advantage CT / RQS #:	20240318000000002527	
CONTRACT	Proposed Start Date:	3/18/2024	Proposed End Date:	12/31/2024
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.

PART III: SUPPLEMENTAL INFORMATION

The Visitor Information Center (VIC) located in Calais was required to move locations a number of years ago into 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.

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 as well as a gift shop for local native crafts. 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); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

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:

Mar 18, 2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	3/26/2024






PJF-Calais-MIE-2024

Final Audit Report

2024-03-18

Created:	2024-03-18
By:	Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAADk2n5axwtz8X8u1OvqF8k-fgaMeZD4sj

"PJF-Calais-MIE-2024" History

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2024-03-18 - 4:51:30 PM GMT- IP address: 198.182.163.113
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2024-03-18 - 4:52:28 PM GMT
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Signature Date: 2024-03-18 - 5:01:29 PM GMT - Time Source: server- IP address: 45.46.16.185
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2024-03-18 - 5:01:29 PM GMT