



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Department of Economic and Community Development		
Department Contract Administrator or Grant Coordinator:	Jeanne St. Pierre		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 63,000	Advantage CT / RQS #:	CT19A20240614*3714
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2024	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine International Trade Center		
Brief Description of Goods/Services/Grant:	New task of providing a list of sites available in Maine for foreign direct investment.		

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

In addition to the services that the Maine International Trade Center already provides to the Department, a need has been identified for a list of sites to share with potential foreign direct investors. For example, idle mill sites, properties available for redevelopment, Brownfields sites, as well as new commercial buildings-all of these sites have potential interest to foreign direct investors. Having a list of such sites is necessary to the State's efforts to attract investment.

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

The Maine International Trade Center is tasked with attracting new industry to the State of Maine, specifically from foreign entities (called foreign direct investment, or FDI). MITC is widely regarded as the subject matter expert in the State of Maine for FDI, and is central to efforts to bring new private investment to the state. MITC is the best choice for providing a list of potential sites, as they are aware of the specific site needs and assets required by FDI entities.

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

Based on research completed by the Office of Business Development, it was determined that an average cost for pulling together a list of potential sites is approximately \$30,000 per year. The \$63,000 contract amendment allows for the implementation of the site list development, plus an additional \$2,500 per for list administration.

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

Given the Maine International Trade Center's statutory role, the Department intends to include this service each year in MITC's contract.

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:	Denise Garland	Date:	3-27-25
Signature of DAFS Procurement Official:	<div data-bbox="565 615 813 716" style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small> </div>		
Typed Name:	Martha verhille	Date:	3/31/2025