

State of Maine Procurement Justification Form

PART I: OVERVIEW

Department Office/Division/Program:		MaineDOT Human Resources			
Department Contract Administrator or Grant Coordinator:		Valarie Moody Kathy Malcolm			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 7,800	Advantage CT / RQS #:	RQS17A20200421*1146		
CONTRACT	Proposed Start Date:	04/23/2019	Proposed End Date:	04/25/2019	
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:		Keene State College, OSHA Training Institute Education Centers- Manchester NH – VC0000115306			
Brief Description of Goods/Services/Grant:		Excavation, Trenching & Soil Mechanics 3-day Training			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

3015 Excavation, Trenching, & Soil Mechanics Course Description: This course covers the OSHA Excavation standards and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification, and use of protective systems. Testing methods are demonstrated, and students participate in workshops in the use of instruments such as penetrometers, torvane shears, and engineering rods. Upon successful completion of this course, students will have the ability to assess employers' compliance with the OSHA Excavation standard, utilize soil testing methods to classify soil types, protective systems for excavation operations, and training requirements.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Keene State created this class to eliminate or reduce the hazards associated with trenching and excavation. Keene State contacted the Fairfield Training Center to hold this class at the FTC facility.



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

Keene State offered a reduced cost from \$795 per person to \$600 for any MaineDOT employee to attend since Keene State was utilizing the FTC facility. MaineDOT training group found this price to be very fair and reasonable.

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

At this point, there are no ongoing discussions to host another class at the FTC facility.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Bruce Van Note, Commissioner	Date:	4/13/2020
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  </div>		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	4/22/2020