

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Department of Administrative and Financial Services, Maine Revenue Services		
Department Contract Administrator or Grant Coordinator:	Matthew Pettengill		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 500,000.00	Advantage CT / RQS #:	20171214*1963
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2018	Effective Date:
	Previous End Date:	5/31/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine Business Services d/b/a Manpower 70 Center Street Portland, ME 04101		
Brief Description of Goods/Services/Grant:	Temporary staffing services		

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
X	B. Amendment		H. State Statute/Agency Directed
	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.

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PART III: SUPPLEMENTAL INFORMATION

Maine Revenue Services hires temporary staff to process the large volume of returns and correspondence received during peak processing periods. Additionally, temporary staff support the current ITS (integrated tax system) project and other projects designed to improve tax collections and processes.

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

This is an amendment to extend the contract to allow continuity of services while proceeding in the RFP process for a new contract.

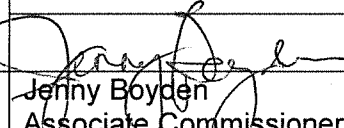

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated rates are based on industry standards for similar positions in the same geographical area. Offering competitive pay allows MRS to attract and retain qualified temporary services personnel to support operations processing and projects.

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

Maine Revenue Services will follow the State's RFP process to negotiate a new contract upon expiration of the current temporary services contract.

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:	Jenny Boyden Associate Commissioner	Date:	4-12-23
Signature of DAFS Procurement Official:			
Printed Name:	Kathy Paquette	Date:	4/21/2023