



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Office of Outdoor Recreation is a 2-person office with responsibilities across multiple areas. The execution of an event of this scope and scale requires working with an established event planner. Green Tree Events has a proven track record of event management which is evidenced by not only the successful launch of the inaugural Maine Outdoor Economy Summit in 2022, but also the planning and production of an even more successful Maine Outdoor Economy Summit in 2023.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
	Green Tree Events Consulting were the final selection from a group of bidders to the Office of Tourism's recent RFP for an event management company for the next 4 years of the Governor's Conference on Tourism. They were the only Maine company that bid on the RFP and they scored considerably higher than any of the other bidders. The Maine Outdoor Economy Summit is not only closely aligned with the Governor's Conference on Tourism, but it is very similar in format.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
	As part of the competitive bidding process for the Office of Tourism, GTEC proposed a budget based on expenses for previous conferences and suggested efficiencies. They have demonstrated responsible stewardship of the budget and developed income streams to offset expenses not only for the Office of Tourism, but also for our office for the last 2 years of their lead on the Maine Outdoor Economy Summit. The rates remain intact for this sole source agreement.
4. Describe the plan for future competition for the goods or services.	
	The Office of Outdoor Recreation will work with the Office of Tourism to include the Outdoor Economy Summit when they next issue an RFP to secure an events management consultant to provide planning and management services.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
Does the requesting Department signatory understand and acknowledge Maine's COI Statute?	
<input checked="" type="checkbox"/> Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.	

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:	04/11/2024
Signature of DAFS Procurement Official:	<div data-bbox="600 472 844 577" style="border: 1px solid black; padding: 5px;"> <p>DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...</p> </div>		
Typed Name:	Kathy Paquette	Date:	4/24/2024