

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:		Governor's Office of Policy Innovation and the Future	
Department Contract Administrator or Grant Coordinator:		Sarah Curran	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,400	Advantage CT / RQS #:	20191107000000001504
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	4/20/20
	Previous End Date:	New End Date:	10/1/20
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Jo D. Saffair Consulting 67 Leighton Road Pownal Maine 04069	
Brief Description of Goods/Services/Grant:		Meeting facilitation for climate/natural working lands	

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

The Maine Climate Council is created to advise the Governor and Legislature on ways to mitigate the causes of, prepare for and adapt to the consequences of climate change. State of Maine statute (38 MRSA §577-A) requires the Maine Climate Council to utilize the most recent science and technical information, analyze the technical feasibility and cost-effectiveness of potential solutions, and consider their impacts on Maine's people and communities.

The Natural and Working Lands working group is responsible to develop, evaluate and recommend strategies to the Maine Climate Council in the areas of natural and working lands, including mitigation and adaptation strategies related to agriculture, forestry and wildlife. The Natural and Working Lands working group includes a large and diverse group of stakeholders. This waiver is to procure a uniquely qualified consultant to facilitate monthly meetings, synthesize the meeting notes, and draft the recommendations document for the Natural and Working Lands working group.

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

The vendor is uniquely qualified.

Jo D. Saffair has more than 25 years of consulting and facilitation experience, and in this role has worked extensively with NGO's, community groups, and state government on issues related to agriculture, forestry, fisheries and conservation in general. Jo D. has also undertaken projects with a specific focus on climate change and demonstrates a technical understanding of how this issue impacts our communities, environment, and the natural resource-based economy in Maine. In addition, she has a significant track record of achievements in efficiently and effectively facilitating processes that lead to tangible outcomes.

The amendment is increasing the contract value but not changing the scope of work.

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

The Department has concluded that the cost of these services is fair and reasonable. This conclusion was reached through contacting others who have purchased similar services and confirming that the rates and costs offered by the vendor are consistent and appropriate.


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PART III: SUPPLEMENTAL INFORMATION

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

When services and expertise are available via multiple vendors, the Governor's Office of Policy Innovation and the Future will obtain these services by the most appropriate means, including a competitive process such as releasing an RFP.

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:	Hannah Pingree	Date:	4/2/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	4/30/2020