

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		Department of Economic and Community Development	
Department Contract Administrator or Grant Coordinator:		Sharon L. Thomas	
(If applicable) Department Reference #:		CT 19A 20200505000000003092	
Estimated Contract or Grant Amount:	\$ 119,650.00	Advantage CT / RQS #:	CT 19A
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:	7/1/20	Grant Start Date: 7/1/20
	Project End Date:	6/30/21	Grant End Date: 6/30/21
ALL OTHER	Proposed Start Date:		Proposed End Date:
Vendor/Provider/Grantee Name, City, State:		Eastern Maine Development Corporation, Bangor, ME	
Brief Description of Goods/Services/Grant:		Grant to fund the Maine Procurement Technical Assistance Program at the Eastern Maine Development Corporation.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
XXX	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 QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

Maine PTAC is part of a nationwide network of Procurement Technical Assistance Coordinators. This statewide program is hosted by Eastern Maine Development Corporation and they work with Maine-based companies that are interested in selling their products to local, state or federal government agencies. Maine PTAC's experienced counselors provide a wide range of services that include bid matching services, assistance with federal regulations and military specifications, proposal preparation, post-award assistance. The services provided by Maine PTAC are not provided by any other entity in the State of Maine and cannot be replicated by current DECD employees.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL QUESTIONS

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

The staffing, resources and expertise provided by Maine PTAC to the businesses in the state of Maine are specialized and exclusive to Maine PTAC. Through a Federal partnership the Maine PTAC program provides one-on-counseling services, bid-matching services, GSA schedules, product and procurement histories and assistance with federal regulations and military specifications.

There is no other entity in the State of Maine able to provide the services made available to businesses by Maine PTAC.

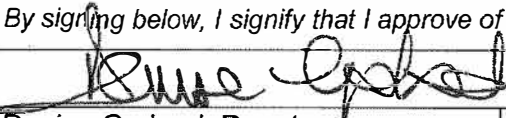

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

In 2001, \$150,000 was appropriated for the Maine PTAC (f/k/a/ Market Development Center). Following several curtailment orders since that time, the annual grant agreement has dropped to \$119,650. DECD could not do the work provided by Maine PTAC for these same funds. The \$119,650 provided by DECD is matched by \$289,902 in federal funds.

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

There is no other entity in the State of Maine able to provide the services made available to businesses by Maine PTAC.

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:	Denise Garland, Deputy Commissioner	Date:	5/5/20
Signature of DAFS Procurement Official:			
	<small>DocuSigned by: 41C2BA30FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	5/14/2020