



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				
Department Office/Division/Program:		DECD-Office of Outdoor Recreation		
Department Contract Administrator or Grant Coordinator:		Carolann Ouellette		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 20,485.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	April 1, 2022	Proposed End Date:	June 30, 2022
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:		Emerald X 31910 Del Obispo Street Suite 200 San Juan Capistrano, CA 92675 VC0000254137		
Brief Description of Goods/Services/Grant:		This is a one-time payment to reserve expanded floor space for a Maine exhibit featuring outdoor recreation small businesses across Maine at Outdoor Retailer Summer Show in Denver, CO.		

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

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.

Outdoor Retailer is the world's leading business-to-business outdoor sports show where industry brands, retailers, reps, designers, suppliers and leaders gather. For businesses serious about the outdoor industry this is the place for writing new orders to finding new accounts, launching new brands and making new connections.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Emerald X is the contracted show organizer for Outdoor Retailer and the only company with whom to contract for exhibit space for this show.

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

We were able to negotiate a slightly discounted rate for a 20x30 floor space since this is the first year of an expanded presence at the Outdoor Retailer Summer Show.

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

In order to exhibit at this show and "rent" the booth space, we must work with Emerald X, so ability to plan for future competition to secure this space is extremely limited.


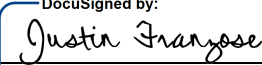
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART V: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Heather Johnson, Commissioner	Date:	April 28, 2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
	Printed Name:	Justin Franzose	Date: