

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:		Administration – Adult Community Corrections		
Department Contract Administrator or Grant Coordinator:		Susan Gagnon		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 20,629.30	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	7/1/22	Proposed End Date:	6/30/23
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:		Interstate Commissioner for Adult Offender Supervision , Lexington , Kentucky		
Brief Description of Goods/Services/Grant:		Annual Interstate Compact Fees		

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

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

Renewal of annual fees to the Interstate Commission for Adult Offender Supervision (ICAOS)

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

The annual membership fees are due to ICAOS .

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

The membership cost is set by the ICAOS and is based on the population of the state and the volume of client transfers between states . There is a cost increase over the previous year cost , however due to the COVID pandemic all state's membership fees last year were decreased .

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

The membership fee does not constitute a competitive bid process.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Susan Gagnon

Printed Name:

Susan Gagnon

Date:

5/9/2022

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzose

Printed Name:

AFFD9C7B3A8044E
Justin Franzose

Date:

5/23/2022