

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:		Maine Dept of Inland Fisheries & Wildlife – Information & Education		
Department Contract Administrator or Grant Coordinator:		Emily MacCabe		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 12,297.80	Advantage CT / RQS #:	CT-09A- 20220419000000002519	
CONTRACT	Proposed Start Date:	6/7/2022	Proposed End Date:	6/13/2022
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:		Wallace Events, Ellsworth, ME		
Brief Description of Goods/Services/Grant:		Delivery/Pickup of Tent, Stage, and seating for 2022 Moose Lottery		

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

The annual moose permit drawing is taking place in-person in Jackman, Maine. There is no indoor venue available, so a tent, stage, and chairs are needed to accommodate the 500+ members of the public who are expected to attend the event. The annual event is hosted in different areas of the state each year and draws large crowds to rural Maine communities to celebrate Moose in Maine and boosting the local economy.

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

Wallace tents is available and able to provide the necessary service on the event date. Other event rental companies were contacted (Taylor Rental and R U Ready to Party) and they declined to offer a quote.

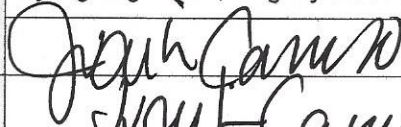
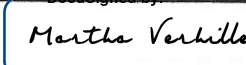
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost for services is within the available budget allocated for the event.

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

Competitive quotes will be obtained if possible.

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:	John Camero	Date:	5/16/22
Signature of DAFS Procurement Official:			
Printed Name:	Martha Verhille	Date:	5/27/2022