

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:		DECD/Tourism/Film			
Department Contract Administrator or Grant Coordinator:		Karen Carberry Warhola			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 11,940.00		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	July 1, 2020		Proposed End Date:	June 30, 2021
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:		Reel-Scout, 1900 Abbott St., Suite 100, Charlotte, NC 28203			
Brief Description of Goods/Services/Grant:		Annual Hosting, Maintenance, and Client/Technical Support for Production Guide and Locations Library on MFO Website			

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.

(THE MAINE FILM OFFICE IS A DIVISION WITHIN THE OFFICE OF TOURISM)

The Maine Film Office Website is an important marketing tool for MFO, and the website's databases are critical to the success of this marketing effort. The databases contain listings from Maine businesses, communities and residents, as well as photos of Maine communities and properties that can be used as filming locations. The databases are used by productions to find employees so they can hire locally; to locate businesses that supply

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PART III: SUPPLEMENTAL INFORMATION

the goods and services needed by productions so they can source goods and services locally; and to find filming locations in Maine so they can choose Maine as a filming location. Having these resources available locally is crucial to the recruitment of production companies considering doing business in Maine. The databases are also used to track productions, and to gather and sort analytical information necessary for required annual reporting.

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

Productions contact our office requesting information about locations that are available for filming, about businesses that have goods and services needed by the production, and about Maine residents who are qualified to fill the positions that the production needs to hire. Since productions also work and film nights and weekends, any staff or vendor support needs to be available 24/7/365 and a quick and timely response to these inquires is necessary. This vendor, which provides services specific to the film and media industry, provides the needed support on a timely basis and guarantees a rapid response time.

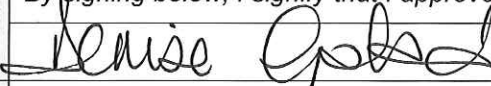

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The fee is the standard rate throughout the country for these specific databases that save the film office on staff time and costs by compiling information and completing tasks that would otherwise need to be performed manually at a much higher cost in employee labor. The savings in employee labor costs adds to the fair and reasonable nature of the vendor fee.

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

We continue to evaluate services as they become available. Currently, Reel-Scout designs and maintains the deepest and most content-rich databases available, which are considered industry standard by film offices throughout the country and is the only vendor that provides this service.

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	Date:	6-4-20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	6/11/2020