

## 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:		Economic & Community Development/Office of Tourism	
Department Contract Administrator or Grant Coordinator:		Steve Lyons, Director, Maine Office of Tourism	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,000.00	Advantage CT / RQS CT 19A #:	2019061300000003841
<b>CONTRACT</b>	Proposed Start Date:	Proposed End Date:	
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	08/31/20
<b>GRANT</b>	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Abbe J. Levin	
Brief Description of Goods/Services/Grant:		Arts Heritage & Cultural Tourism Coordinator to assist with tourism support and development.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

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

<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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

Continuation of technical assistance to arts and cultural organizations and businesses is critical during this time. This also allows for continuation of work on content for the website, and a destination development toolkit for rural communities.

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

This is an amendment to extend an existing contract that was executed as part of an RFP process. Currently a new RFP is in development, but in order to avoid a lapse in work on current projects and initiatives.

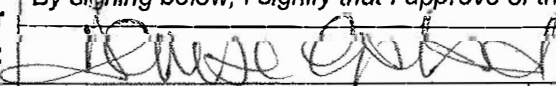
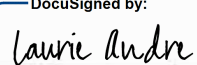
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The costs are based upon the rates and hours in the current contract.

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

An RFP is in development.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	By signing below, I signify that I approve of this procurement request.		
			
<b>Printed Name:</b>	Denise Garland, Deputy Commissioner	<b>Date:</b>	6/18/20
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	A4D4AF6018C54EC... Laurie Andre	<b>Date:</b>	6/25/2020