

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:		Agriculture/ARD/Real Maine		
Department Contract Administrator or Grant Coordinator:		Melissa Jordan		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$86,036.00 (adding \$12,041.00)(Amended)	Advantage CT / RQS #:	BPO 01A 20210803*0059	
CONTRACT	Proposed Start Date:	7/12/2021	Proposed End Date:	05/01/2022
AMENDMENT	Original Start Date:	07/12/2021	Effective Date:	03/18/2022
	Previous End Date:	11/01/2021	New End Date:	05/01/2022
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Summit Exhibit LLC, 9924 Universal Blvd. Suite 224-230 Orlando, FL 32819		
Brief Description of Goods/Services/Grant:		Custom rental tradeshow pavilion		

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
X	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.

Design, build, and logistics/handling of custom tradeshow pavilion for shows representing Maine agriculture and food producers. **This is an amendment to use this custom built pavilion at the National Restaurant Association in April 2022.**

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PART III: SUPPLEMENTAL INFORMATION

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

Due to the unique and creative nature of this project, multiple previous failed RFP processes have led to the need to source directly from a qualified and capable vendor.

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

Costs are within the range for services of this type across the industry based on other quotes and previous contracts for the same services. Show set up/tear down and handling costs are set by the convention center and/or unions in each shows location. **This cost is higher than previously estimated due to the need to ship the pavilion to Chicago instead of New Orleans.**

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

These services are typically done through an RFP process every three years, although two previous RFP's have failed and resulted in single sourced contracts.

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:		8F3DD450C23241F... Randy Charette		Printed Name:		20AF3A2882BE4AA... Amanda E. Beal	
Signature of DAFS Procurement Official:		<i>Martha Verhille</i>					
Printed Name:		891CE7A1493D45B... Martha verhille		Date:		4/19/2022 4/26/2022	
Printed Name:		891CE7A1493D45B... Martha verhille		Date:		5/31/2022	