



## PROCUREMENT JUSTIFICATION FORM (PJF)

| PART I: OVERVIEW  |   |                       |                               |
|---|---|-----------------------|-------------------------------|
| Department Office/Division/Program:                     | DECD/Maine Office of Tourism              |                       |                               |
| Department Contract Administrator or Grant Coordinator: | Kimbalie Lawrence                         |                       |                               |
| (If applicable) Department Reference #:                 | N/A                                       |                       |                               |
| Amount:<br>(Contract/Amendment/Grant)                   | \$13,304.00                               | Advantage CT / RQS #: | 19A 20240530*3484             |
| CONTRACT  | Proposed Start Date:                      | 7/15/2024             | Proposed End Date: 12/31/2024 |
| 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,<br>City, State:           | Bethel Chamber of Commerce<br>Bethel ME   |                       |                               |
| Brief Description of<br>Goods/Services/Grant:           | Bethel Visitor Information Center Support |                       |                               |

| PART II: JUSTIFICATION FOR VENDOR SELECTION  |                                   |                          |                                  |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) |                                   |                          |                                  |
| <input type="checkbox"/>   | A. Competitive Process            | <input type="checkbox"/> | G. Grant                         |
| <input type="checkbox"/>   | B. Amendment                      | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" 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           |

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Visitor Information Center (VIC) located in Bethel requires staffing support. Th VIC specialist is responsible for greeting and helping the guests, providing them with printed information and when questions require more in-depth assistance, they assist guests in finding the appropriate information online. Additional responsibilities of the VIC specialist include keeping inventory filled, and the center neat and professional looking.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The purpose of this Contract is for Bethel Visitor Information Center staffing support. According to State statute §13090-C. Tourism – The Office of Tourism shall:

“F. Staff or cause to be staffed any information center constructed, owned, leased, acquired or operated by the State; [RR 1995, c. 2, §11 (RAL).]”

The Bethel Area Chamber of Commerce leases this space. Located at 8 Station Place, in Bethel, Maine, which is owned by the Maine Department of Transportation. The Maine Office of Tourism will support the staffing costs of operating a Visitor Information Center in this building

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

The contractor and MOT determined the cost based on square footage, traffic count, hours and usage of the building is fair and reasonable by providing cost spreadsheets.

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

No potential opportunities exist that could provide these services described to the Bethel VIC where it is currently located.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

|  |   |       |              |
|--|---|-------|--------------|
| Signature of requesting Department's Commissioner (or designee): |  |       |              |
| Typed Name:  | Heather Johnson, Commissioner   | Date: | May 30, 2024 |
| Signature of DAFS Procurement Official:                          |  |       |              |
| Typed Name:  | Kathy Paquette  | Date: | 6/3/2024     |






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Final Audit Report

2024-05-30

|                 |   |
|-----------------|---|
| Created:        | 2024-05-30                                      |
| By:             | Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov) |
| Status:         | Signed  |
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