



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Department of Economic & Community Development			
Department Contract Administrator or Grant Coordinator:		Phoenix McLaughlin			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 17,325	Advantage CT / RQS #:		CT19A2024051400000003224
CONTRACT	Proposed Start Date:	6/3/2024	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, City, State:		Blaze Partners Yarmouth, ME			
Brief Description of Goods/Services/Grant:		Contract provides funding for continued design work related to the Maine Economic Development Strategy.			

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.

Blaze Partners have been intricately involved in the development of the Maine Economic Development Strategy since its inception in 2019. As a result of their work, DECD is seeking their continued assistance in creating a style guide, presentation template, and web design guidelines (for a website to be developed by InforME) in alignment with the visual identity of the Economic Development Strategy. It is critical that materials relating to the Strategy and programs designed to meet the goals and objectives have the same marketing appearance and brand awareness.

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

Blaze Partners is poised to assist with the immediate need to work with approved State vendors to effectively design webpages that help communicate the ongoing efforts relating to the Maine Economic Development Strategy. Their knowledge, expertise and insight into the goals and objectives of the Strategy will ensure effective and efficient development of the required elements.

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

The costs for this project are reduced due to the existing work provided by Blaze Partners. We are able to leverage their knowledge and expertise of the Maine Economic Development Strategy and the brand materials they have already created.

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

None anticipated

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:	Denise Garland, Deputy Commissioner	Date:	5/15/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	6/12/2024