

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:	Marine Resources/ Policy & Management		
Department Contract Administrator or Grant Coordinator:	Meredith Mendelson		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	Increase from 84,000.00 to \$168,000.00	Advantage CT / RQS #:	CT-13A-20190717000000000194
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	7/16/2021
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Capitol Hill Policy Group		
Brief Description of Goods/Services/Grant:	Government relations for Lobster & Right Whale		

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
	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.
Continued need for government relations support related to federal rulemaking; process has been delayed due to COVID-19. Rule is expected to be finalized in 2021.

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PART III: SUPPLEMENTAL INFORMATION

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

While the Department typically would conduct this work itself, in this particular situation the process is evolving quickly and requires a level of engagement that state employees can't manage adequately alone given competing demands on time.

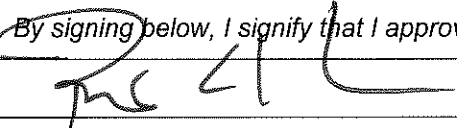

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Capitol Hill Policy Group has extensive experience in legislative and regulatory advocacy in natural resource industries, both on Capitol Hill and in the private sector. The retainer is commensurate with industry standards for this work and the state has negotiated a rate that is well below his usual monthly retainer fee. The Department seeks authorization to contract with Capitol Hill Policy Group on a month-to-month basis up to one year, for an agreed upon rate of \$7k monthly, funded by the Department.

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

N/A- this is an emergency situation at a point in time. An extension of the end date and increase in funds is due to COVID-19. A ruling is expected to be finalized in 2021

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:	Patricia Heliker	Date:	6/24/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	Kathy Paquette	Date:	7/8/2020