

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. 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:		Environmental Protection / Waste and Remediation / Response Services		
(If applicable) Department Reference #:		In Service week 2021		
Amount: (Contract/Amendment/Grant)	\$ 7,060.00	Advantage CT / RQS #:	20210607*3614	
CONTRACT	Proposed Start Date:	8/2/2021	Proposed End Date:	8/13/2021
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:		Maine Maritime, Center for Professional Mariner Development, Bucksport, Maine		
Brief Description of Goods/Services/Grant:		Personal Survival Training and Room Rental		

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
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	x	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization
	G.		M.

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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.

- Use of the large training room on the morning of August 2 and 9th
- Personal Survival Training class for 14 individuals the afternoon of August 2 and 9th
- Use of the large training room on August 4th and 11th
- The ability to reschedule the dates of the classes and room rentals if COVID restrictions prevent us from having this training.

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

Maine Maritime Academy trains hundreds of individuals a year in Maritime Safety and has the most experienced staff in Maine for providing this service. This year's In-Service week is focused on the Bucksport area. The MMA training facility is next to our Barge in Bucksport and would reduce logistical challenges between the two facilities. The MMA also has one of the largest conference rooms available in the area, that if current COVID protocols are still in place would also allow us to conduct the training. The training room also has modern audio-visual equipment to facilitate the training.



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

The training and room rental cost are set by Maine Maritime they are not substantially more than similar training we had in 2018. In addition to the training, the Department is also getting the use of the conference room for 4 days total.

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

The Department will reach out to qualified vendors and evaluate what options give the greatest cost-benefit ratio to the State. In this instance having a well-qualified vendor, next to our training location, with a state-of-the-art conference room made MMA the clear choice.

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:	David R. Madore for Melanie Loyzim	Date:	Jul 2, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	William J.E. Allen	Date:	7/15/2021