

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:		MDIFW – I&E/MWP	
Department Contract Administrator or Grant Coordinator:		Emily MacCabe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$5,038.70	Advantage CT / RQS #:	09A-20200716000000000056
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:		T's R Us, Gray, Maine	
Brief Description of Goods/Services/Grant:		Clothing and Promotional Items for Resale in the Nature Store	

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		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.

Maine Wildlife Park is an educational facility owned and operated by MDIFW. The park generates revenue annually which sustains the expense of operation, including the care of captive wildlife. The park operates a gift shop, which creates additional revenue to support park operations from April – November. Items have been purchased from this vendor for several years at a reasonable cost that leaves room for markup and profit.

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PART III: SUPPLEMENTAL INFORMATION

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

This vendor has been used by the previously employed gift shop manager for several years and has provided a consistent and quality product for resale.

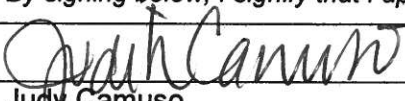
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Maine Wildlife Park operates off from special revenue that is generated by visitors and sales conducted at the park. The vendor was selected by the previously employed gift shop manager and the methods used to select the vendor are unknown by current staff.

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

In the future, purchase of apparel will be done by current staff from the Department's existing master agreement with LTs Inc.

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:	Judy Camuso	Date:	7/31/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Sue H. Garcia</i>		
Printed Name:	<small>E5DB92AC0F8D490...</small> Sue H. Garcia	Date:	8/3/2020