

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:	Governor's Office of Policy Innovation and the Future		
Department Contract Administrator or Grant Coordinator:	Maria Povec		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 45,000	Advantage CT / RQS #:	20200811*453
CONTRACT	Proposed Start Date:	7/31/20	Proposed End Date: 12/1/20
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:	Consensus Building Institute 100 Cambridge Park Drive Suite 302 Cambridge, MA 02140		
Brief Description of Goods/Services/Grant:	The purpose of this Contract is to engage the Consensus Building Institute in the work of Governor's Economic Recovery Committee (ERC) by facilitating and supporting committee and subcommittee meetings.		

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
x	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.

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PART III: SUPPLEMENTAL INFORMATION

The purpose of this Contract is to engage the Consensus Building Institute in the work of Governor's Economic Recovery Committee (ERC) by facilitating and supporting committee and subcommittee meetings.

The ERC is an appointed group of economic experts and industry representatives from across Maine charged with developing specific policy recommendations to stabilize the state's economy and build a bridge to future prosperity in the wake of the COVID-19 pandemic. The thirty-nine member Committee includes representatives of small businesses, non-profits, financial institutions, unions, municipalities, tribal and immigrant communities, hospitality and tourism industries, and educational institutions as well as a bipartisan delegation of legislative designees. From July 31- Dec. 1, 2020, the committee will be developing recommendations that bridge the COVID-19 response to the State's 10-year economic development strategy released last year. The Committee may also continue to meet after delivering its final report, if requested by the Governor.

The Provider shall support the operations of the ERC by helping to design and facilitate full committee meetings. This includes:

- Planning and developing meeting goals and crafting annotated agenda for full committee meetings
- Providing technical expertise during full committee meetings— specifically with Zoom and Poll Anywhere
- Facilitating all full committee meetings

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

The ERC final report is due on Dec 1, 2020 and services are needed immediately. The Consensus Building Institute has provided these services previously and has the necessary experience and understanding of the committee, goals, and process to provide them efficiently and effectively in this emergency situation.

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

Proposed costs are reasonable and consistent with the previous contract.

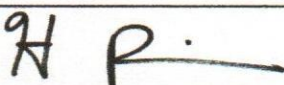
4. Describe the plan for future competition for the goods or services.

A final report is due on Dec. 1, 2020. The Committee may also continue to meet after delivering its final report if requested by the Governor. Future services will be procured by the most appropriate means, including through a competitive RFP process.

PART IV: APPROVALS

Signature of requesting
Department's Commissioner
(or designee):

By signing below, I signify that I approve of this procurement request.



**State of Maine
Procurement Justification Form**

Printed Name:	Hannah Pingree	Date:	8/6/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Sue H. Garcia</i>		
Printed Name:	<small>E5DB92AC0F8D490...</small> Sue H. Garcia	Date:	8/12/2020