

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:		DAFS/Maine Revenue Services		
Department Contract Administrator or Grant Coordinator:		Alex Weber, General Counsel, Maine Revenue Services		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$14,400.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	9/15/2020	Proposed End Date:	10/29/20
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:		David Martines, CPA 16 Northbrook Road Falmouth, ME 04105		
Brief Description of Goods/Services/Grant:		Federal Individual Income Tax Training (Federal Form 1040)		

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.

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PART III: SUPPLEMENTAL INFORMATION

Maine Revenue Services (MRS) Income/Estate Tax Division contracts regularly for federal individual income tax training for staff. This training includes, but is not limited to, all federal individual tax forms and schedules, income additions, tax deductions, tax credits, and federal law changes. Information on the Maine individual income tax return is derived from the federal individual income tax return, making this training essential to the daily work performed by staff. Training in the past has been thorough and beneficial to the services that MRS provides to Maine taxpayers.

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

Mr. Martines holds advanced degrees and certifications and is an accounting lecturer at the university-level. Mr. Martines also conducted training for Maine Revenue Services last year.

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

Mr. Martines provided instructions last year to Maine Revenue Services for a similar program, which is the basis for this year's contract proposal.

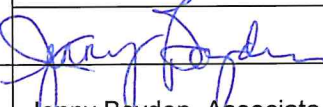
The pricing for this year is for 20 – 30 students. Each session would cost \$90 per registrant, with a minimum commitment of 20 students. It is expected that a student registers for the entire course, and not by class. With this option, 20 students registered for 8 classes would carry a total cost of \$14,400, or a per student cost of \$720. There is no additional charge for having over 20 attendees.

The proposed cost is less than last year's training.

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

Maine Revenue Services will continue to seek well qualified instructors for this training.

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:	Jenny Boyden, Associate Commissioner	Date:	August 3, 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	8/31/2020