

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:		Department of Education/Commissioner's Office		
Department Contract Administrator or Grant Coordinator:		Georgette Valliere		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$43,579.35	Advantage CT / RQS #:	20210809*303	
CONTRACT	Proposed Start Date:	8/12/21	Proposed End Date:	10/31/2021
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:		Portland Sheraton at Sable Oaks		
Brief Description of Goods/Services/Grant:		Provide conference space, food, av equipment & wi-fi for annual Superintendents Conference		

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	X	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.

Holding the Annual Commissioner's Conference for Superintendents is required by Title 20-A, section 254 (4):
 "4. Superintendent conference. Annually the commissioner shall hold a conference for the instruction of superintendents."
 "

Due to being compressed by Covid, our normal planning and actual dates for the conference, which is usually

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PART III: SUPPLEMENTAL INFORMATION

held at the end of June had to be moved to the end of September instead, and did not allow us enough time to go out to bid.

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

We contacted eleven (11 facilities) around the state (coastal Maine, is preferred by the Supts.), all of them were either not available for the dates we needed, not enough meeting rooms, not enough overnight rooms, and three facilities never called us back, after calling them twice & sending them an email.

All meeting facilities & lodging in coastal Maine are completely booked and the prices have climbed – this is due to the fact of everyone being compressed because of Covid.

This facility (The Portland Sheraton at Sable Oaks) has all of the meeting rooms we need for the dates we asked for and -plenty of overnight lodging (which they are giving us the rooms at the State per diem rate.

Given the timing of the conference, the Department needs to enter into the contract as soon as possible to give ample time for event registration.

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

The cost is consistent with what it normally costs to rent this size of facility with these features in the Portland area. The funding code we use for the majority of the conference is dedicated revenue, because we charge a registration fee for the superintendents to attend this conference. The superintendent's book and pay for their own overnight lodging.

The facility is providing overnight rooms at the State per diem rate.

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

We will start planning for the 2022 Superintendent's Conference by the end of this year, to allow for facilities to submit bids.

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>		
	<small>DocuSigned by:</small> <i>Pender Makin</i>		
Printed Name:	<small>6119999ABD9B473...</small> Pender Makin	Date:	8/12/2021
	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Signature of DAFS Procurement Official:	<small>066BBD96EE5347F...</small>		

**State of Maine
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Printed Name:	Michelle Fournier	Date:	8/13/2021
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AutoNav: Enabled	Envelope Originator: Pender Makin Pender.Makin@maine.gov
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Signature	Timestamp
Pender Makin Pender.Makin@maine.gov Commissioner Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/12/2021 1:38:39 PM Viewed: 8/12/2021 1:38:49 PM

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Pender Makin
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Commissioner
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Signature

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Jennifer Tarr
jennifer.l.tarr@maine.gov
Carahsoft OBO Maine Department of Education
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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Payment Events

Status

Timestamps