



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Agricultural Resource Development/Real Maine	
Department Contract Administrator or Grant Coordinator:		Melissa Jordan	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 160,216.00	Advantage CT / RQS #:	RQS 01A 20220727*0147
CONTRACT	Proposed Start Date:	8/15/2022	Proposed End Date: 12/31/2022
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:		Summit Exhibit LLC, 9924 Universal Blvd. Suite 224-230 Orlando, FL 32819	
Brief Description of Goods/Services/Grant:		Custom rental tradeshow pavilion for PMA & AFB	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Design, build, and logistics/handling of custom tradeshow pavilion for shows representing Maine agriculture and food producers.

This is for America's Food & Beverage show in September and The Global Produce & Floral Show in October.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Due to the unique and creative nature of this project, multiple previous failed RFP processes have lead to the need to source directly from a qualified and capable vendor.

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

Costs are within the range for services of this type across the industry based on other quotes and previous contracts for the same services. Show set up/tear down and handling costs are set by the convention center and/or unions in each shows location.

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

These services are typically done through an RFP process every three years, although two previous RFP's have failed and resulted in single sourced contracts.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Amanda E. Beal</i>	DocuSigned by: <i>Amanda E. Beal</i>	Date: 8/3/2022	8/3/2022
Typed Name:	20AF3A2882BB4AA...	20AF3A2882BB4AA...		
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>			
Typed Name:	AEED9C7B3A8044E... Justin Franzose		Date: 8/4/2022	