



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.

Table with 4 main sections: PART I: OVERVIEW, CONTRACT, AMENDMENT, GRANT, and Vendor/Provider/Grantee Name, City, State: Green Tree Event Consultants. Includes fields for Amount (\$172,399.25), RQS # (CT19A20220726000000000286), and dates.

Table with 4 main sections: PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes a header 'Check the box below for the justification(s) that applies to this request. (Check all that apply.)' and a grid of options A through I.

<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.

The Provider shall assist with planning and provide complete event management for the Workforce Summit (Maine Employer Summit for Career Exploration) including attendee registration, website development, signage, and other duties as agreed upon between the Department and the provider.

Maine Career Exploration will be hosting a youth employment focused event in to expand the Maine Career Exploration Program reach. The goal is to employ youth and young adult attendees for summer employment and connect/ educate employers about youth and young adult employment services and programs to attract more young talent to the Maine Workforce.

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

Vendor is currently contracted with other departments within DECD to provide similar services and is positioned to provide the required services in a timely and efficient manner demonstrated in their ongoing work with the Maine Office of Tourism and their previous work on Maine Workforce Summits.

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

This was based off the previous and current services this vendor has provided. Vendor has demonstrated reliability and has consistently been selected in other RFP processes for similar events. Vendor is already in contract with MOT and has provided services to the Outdoor Summit and Employer Summit previously.

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

None at this time.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input type="checkbox"/> No – If No, proceed to Part V.


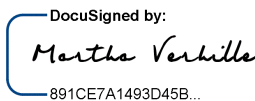
PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Heather Johnson, Commissioner	Date:	7/25/2024
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	8/1/2024