



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:	DAFS/Bureau of Alcoholic Beverages and Lottery Operations			
Department Contract Administrator or Grant Coordinator:	Louis Luchini, Director BABLO			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 0	Advantage CT / RQS #:	18L20141027***1559	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	10/21/2014	Effective Date:	9/1/2024
	Previous End Date:	8/31/2024	New End Date:	2/28/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Pine State Trading Co., Gardiner, Maine		
Brief Description of Goods/Services/Grant:		This amendment provides for trade marketing services to Maine's wholesale spirits operations.		

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 checked="" 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 checked="" 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.	<p>This amendment would extend the current spirits trade marketing contract for six additional months. This would provide time to negotiate the terms of a new 10-year contract awarded by RFP# 202309200. The current incumbent provider of services was the sole bidder and was awarded the new contract.</p> <p>The six additional months will provide time to negotiate the final terms of the new contract. The new contract also contains IT elements, so it will provide time for review by Maine IT. The new contract value exceeds \$1M, so it will also give additional time for an SPRC review.</p> <p>The cost structure will remain the same as the current contract at 2.25% of Total Net Sales. The Scope of Work will be unchanged.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The current incumbent has been the provider of services since 2014. The incumbent was the sole bidder and was awarded the new contract through RFP# 202309200. The additional six months requested by this amendment will allow additional time to negotiate the terms, conduct an IT review, as well as an SPRC review.</p> <p>The selected vendor is the current incumbent provider of services under two contracts, Advantage numbers 18L20140721*0283 and 18L20141027***1559.</p> <p>Through 28-A MRS §90, the legislature directed BABLO to enter into one 10-year contract which combines the trade marketing contract and spirits administration contract into one contract. That contract was bid through RFP# 202309200 and was awarded to the incumbent provider (who was also the sole bidder).</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>This six-month amendment will be for the same services and same cost as under the current contract. The cost of the current contract is 2.25% of Total Net Sales.</p>
4. Describe the plan for future competition for the goods or services.	<p>The future plan is to use the next six months to negotiate the terms of the next 10-year contract, which was awarded through RFP# 202309200.</p>

PART III: SUPPLEMENTAL INFORMATION

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).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Anya A. Trundy, Chief of Legislative and Strategic Operations		
Typed Name:	Anya A. Trundy	Date:	8/28/24
Signature of DAFS Procurement Official:	DocuSigned by: David Morris 2A644AF5681F482...		
Typed Name:	David Morris	Date:	8/29/2024

NOI 0820240986 08/30/2024 - 09/05/2024