



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

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW			
Department Office/Division/Program:		DECD/Maine Office of Tourism	
Department Contract Administrator or Grant Coordinator:		Carolann Ouellette Kimbalie Lawrence	
Amount: (Contract/Amendment/Grant)	\$ 565,000.00	Advantage CT / RQS #:	19A 20250523*2825
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 6/30/2026
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date: 7/1/2025
	Project End Date:		Grant End Date: 6/30/2026
Vendor/Provider/Grantee Name, City, State:		New England State Travel Directors Council Inc DBA Discover New England, Concord NH	
Brief Description of Goods/Services/Grant:		Promote Maine as an international travel destination through a collaboration with the other states of the New England region through the non-profit organization Discover New England.	

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		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

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.
Discover New England is a non-profit organization that promotes the New England region as an international travel destination, creating a more powerful presence in the international travel market than each individual state within the region could have on their own. As restrictions on international travel are lifted following the pandemic, Maine has the opportunity to regain and grow this travel

PART III: SUPPLEMENTAL INFORMATION

sector, which will be critical to maintaining visitation to Maine as domestic travelers will now have more choices and can travel outside the USA.

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

Discover New England provides a unique service in coordinating this collaborative effort for the New England states DNE is the only organization that promotes the New England region specifically on behalf of the member states. The familiarity of DNE with Maine assets and destinations is key to promoting Maine to travel media and tour operators in targeted overseas markets.

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

The New England state tourism directors serve as the board of the non-profit, which pools funding from each state to promote the region. Maine pools resources with the other New England states to support the operations of Discover New England and to promote Maine to international travelers through targeted marketing. As a member of the DNE board, Maine has a voice in determining expenditures.

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

DNE is a non-profit and reports on expenditures and accomplishments to ensure return on investment.

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.

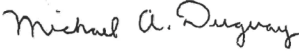

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Michael A. Duguay, Commissioner	Date:	May 27, 2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>066BBD96EE5347F...</small>		
Typed Name:	Michelle Fournier	Date:	8/19/2025






PJF - DNE - FY26

Final Audit Report

2025-05-27

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