

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:		DAFS/Maine Revenue Services	
Department Contract Administrator or Grant Coordinator:		Alex Weber, General Counsel, Maine Revenue Services	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$8,250.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/1/2020	Proposed End Date: 11/30/20
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:		Cornell Consultants 100 White Pine Lane Manchester, NH 03102	
Brief Description of Goods/Services/Grant:		Leadership and Teambuilding Training	

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
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.**

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PART III: SUPPLEMENTAL INFORMATION

Maine Revenue Services (MRS) provides income tax training for staff, including on management, leadership, and teamwork. It is important to provide these trainings to continue to improve individual performance and the overall work of Maine Revenue Services as a whole.

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

Cornell Consultants previously provided teambuilding training for the Property Tax Division and regularly instructs at the annual Maine Revenue Services Property Tax School. Participant feedback and reviews have been overwhelmingly positive for the vendor.

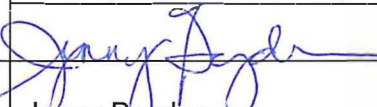

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The pricing for this training is \$8,250, which covers six separate ½-day sessions. The smaller groups will allow for greater participation for these sessions.

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

Maine Revenue Services will continue to seek well qualified instructors for this training.

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>		
			
Printed Name:	Jenny Boyden Associate Commissioner	Date:	9-10-2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	9/16/2020