

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:		MDIFW – Maine Wildlife Park	
Department Contract Administrator or Grant Coordinator:		Howie Powell	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,551.56	Advantage CT / RQS #:	RQS-09A-20210811000000000167
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:		Wilcor International, Inc. Frankfort, NY	
Brief Description of Goods/Services/Grant:		Items for Resale in Nature Store at Maine Wildlife Park	

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

Wilcor provides a very popular, very unique product line that sells incredibly well in the Nature Store.

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

Have not seen or found any products that even come close to competing with the combination of uniqueness, quality, and cost.

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

Funding for products for sale in the Nature Store is via the Wildlife Park's dedicated account, which is used solely for the park. All of the products in question are purchased from and benefit only the park. Increasing sales per person in the Nature Store is one of the ways we can increase revenue without concentrating more people into the park.

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

To continually monitor the market in a search for the best combination of uniqueness, quality, and cost in products that are applicable to the Park and widely saleable.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

John Canuso
John Canuso

Printed Name:

Date:

9/21/21

**Signature of DAFS
Procurement Official:**

Printed Name:

Date: