



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.

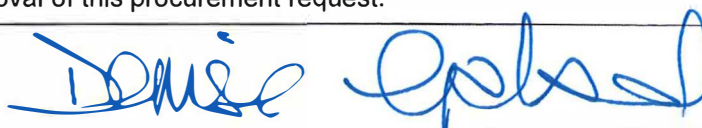

| PART I: OVERVIEW | | | |
|---|----------------------|--|--|
| Department Office/Division/Program: | | Economic & Community Development/Office of Outdoor Recreation | |
| Department Contract Administrator or Grant Coordinator: | | Carolann Ouellette | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | | \$ 128,950.00 | Advantage CT / RQS #: CT19A2022072600000000286 |
| CONTRACT | Proposed Start Date: | 7/15/2022 | Proposed End Date: 12/31/2022 |
| 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: | | Green Tree Events Consultants Saco, Maine | |
| Brief Description of Goods/Services/Grant: | | Conference and event management services for the inaugural Maine Outdoor Economy Summit. | |

| 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 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 |

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 Office of Outdoor Recreation consists of one person. The successful execution of an event of this scope and scale requires working with an established event planner. The launch of this event is identified as one of the initiatives of the Office of Outdoor Recreation. This is a limited period contract to complete this project. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | Green Tree Events Consultants (GTEC) was the successful bidder in the last RFP process for event management of the Governor's Conference on Tourism for the Office of Tourism. The contract with the Office of Tourism was amended to include early planning services for the Office of Outdoor Recreation event. That amendment extended the MOT contract one year to June 30, 2022. There was only one year remaining in the timeline outlined in the original bidding process before the next RFP was required. The Office of Tourism is planning to initiate an RFP process to secure an events management consultant for future Governor's Conferences on Tourism. In the interim, Green Tree Events Consultants has already completed some of the planning work on this event which puts them in a unique position to finish the project. |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | As part of the original competitive bidding process for the Office of Tourism, GTEC proposed a budget based on expenses for previous conferences and suggested efficiencies. They have demonstrated responsible stewardship of the budget and developed income streams to offset expenses. The rates from the earlier contract remain intact for this sole source agreement. |
| 4. Describe the plan for future competition for the goods or services. | The Office of Outdoor Recreation will initiate an RFP process separately from the Office of Tourism one to secure an events management consultant to provide planning and management services for future events. |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|---|--|
| Does this request utilize ARPA/MJRP funds? | |
| <input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s). | |
| <input checked="" type="checkbox"/> No – If No, proceed to Part V. | |

| PART V: APPROVALS | | | |
|---|--|-------|----------|
| The signatures below indicate approval of this procurement request. | | | |
| Signature of requesting Department's Commissioner (or designee): |  | | |
| Typed Name: | Denise Garland | Date: | 7-26-22 |
| Signature of DAFS Procurement Official: |  | | |
| Typed Name: | Kathy Paquette | Date: | 9/2/2022 |