

## 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/MRS			
Department Contract Administrator or Grant Coordinator:	Vicki Roy			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 20,900.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	11/1/2021	Proposed End Date:	12/31/2021
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:	David Martines, CPA 744 Roosevelt Trail #302 Windham, ME 04062			
Brief Description of Goods/Services/Grant:	Federal Individual Income Tax Training (Federal Form 1040)			

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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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### PART III: SUPPLEMENTAL INFORMATION

Maine Revenue Services (MRS) provides federal individual income tax training for staff. This training includes, but is not limited to, all federal individual tax forms and schedules, income additions, tax deductions, tax credits, and federal law changes. Information on the Maine individual income tax return is derived from the federal individual income tax return, making this training essential to the daily work performed by staff. Past trainings have been beneficial to the services that MRS provides Maine taxpayers.

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

Mr. Martines holds advanced degrees and certifications and is an accounting lecturer at the university level. Mr. Martines has conducted trainings with Maine Revenue Services over the past several years with much success.

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

The pricing is for eight, three-hour classes at a cost of \$760 per student; an increase of \$40 per student over last year. Mr. Martines provides all materials for the class.

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

It has become increasingly difficult for MRS to find qualified individuals to commit to providing training for an extended length of time for its staff. MRS will continue to seek well qualified instructors.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>	Jenny Boyden Associate Commissioner	<b>Date:</b>	9-27-21
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Justin Franzose</i>		
<b>Printed Name:</b>	AEEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	10/4/2021