



**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:		DECD/Maine Office of Tourism		
Department Contract Administrator or Grant Coordinator:		Hannah Collins		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7500	Advantage CT / RQS #:	2021010400000001963	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	01/11/2021	Effective Date:	10/8/2021
	Previous End Date:	06/30/2021	New End Date:	12/31/2021
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		TOWN OF HOULTON HOULTON, ME 04730		
Brief Description of Goods/Services/Grant:		Houlton Visitor Information Center Support		

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

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.

Under 5 MRSA §13090-C(2)(E), it states that the Director of the DECD Office of Tourism shall "Provide basic support and discretionary matching grants to local, regional and statewide nonprofit agencies that directly affect the achievement of the duties and responsibilities of the office." This grant has been established under that authorization to support the Houlton Visitor Information Center (VIC), which is located in a building that is owned by the Town of Houlton. Services include maintenance services for the space in which the Visitor Center operates.

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

Tourism is essential to the Maine economy. Part of an overriding strategic economic plan to move visitors throughout the state is to provide easily accessed information exchange service centers along major travel corridors within the state. Federal Law prohibits "for-profit" ventures at visitor service facilities constructed with federal funds. The nonprofit, Maine Tourism Association, has provided these services for the state at a straight staff-operational cost since the Visitor Information Center (VIC) system was established.

The Maine Office of Tourism (MOT) was mandated in 1983 by the State legislature to provide visitor services in state owned Visitor Information Centers.

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

The funding will support general maintenance and cleaning of area and public restrooms. Electric, water, sewer, HVAC are critical components of the VIC operation. Physically separating services specific to the space was not financially feasible or reasonable. These cost are based on passed expenses for the same operations of the facility.

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

The Houlton Visitor Information Center is a unique operation that represents an effort to collaborate with the Maine Tourism Association, the Town of Houlton, and the Department to reach visitors.

### PART IV: LATE JUSTIFICATION

1. Is the vendor currently working?  Yes  No – If No, proceed to Part V

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.



**The Maine Office of Tourism was paying this fee to the Town of Houlton on a monthly basis from July-September because of a pending sale and closing date of the property between the Town of Houlton, Maine DOT, and potential buyer. Many hurdles have delayed this sale, so the MOT and Town of Houlton wish to amend the contract so that the contract terms remain in place until December 31, 2021. Currently the original Purchase and Sale Agreement Expired October 1, so a closing date is now unknown.**

### PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Heather Johnson	Date:	10/08/2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
	1DFA565D481F42E... Debbie Jacques		Date: