



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)	\$ 30,000	Advantage CT / RQS #:	2021100500000000960	
CONTRACT	Proposed Start Date:	10/12/2021	Proposed End Date:	6/30/2022
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:		Maine Indian Education Calais, ME 04619		
Brief Description of Goods/Services/Grant:		Calais 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.

The Visitor Information Center (VIC) located in Calais was required to move locations a number of years ago into the facility that is owned by Maine Indian Education. The utility expenses (electric, water, sewer, HVAC) and general maintenance and cleaning are critical components of the VIC operation. Separating these services specific to the space occupied by the VIC is not financially feasible or reasonable.

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

Maine Indian Education keeps this building very well maintained, staffed and welcoming for visitors. In addition, it houses exhibits telling the story of the Downeast region as well as a gift shop for local native crafts. Maine Indian Education has worked to develop and implement a sustainable building use plan in which we play a critical role. This space is also available to rent for events, which also offset building related costs. This building holds great value to the community, designated as a Wabanaki Cultural Center.

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

The contractor and the department determined the cost based upon square footage, traffic count, hours and usage.

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

This is not applicable at this time, as no potential opportunities exist that could provide these services described above to the Visitor Information Center where it is currently located, in the future.

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 received a request for funding from the Maine Indian Education Center on 10/5/2021 to renew the previous contract expired June 30,2021. A turnover in staffing caused a delay in this renewal. Because the Visitor Information Center occupies just a small portion of this building, there was no interruption in services due to a gap in contracts.


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:	<small>DocuSigned by:</small> <i>Debbie Jacques</i> <small>1DEA565D481E42F</small>		
Printed Name:	Debbie Jacques	Date:	10/8/2021