

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:		Economic and Community Development, Office of Tourism	
Department Contract Administrator or Grant Coordinator:		Jennifer Geiger	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 37,519	Advantage CT / RQS #:	CT 2017090500000000891
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2017	Effective Date:
	Previous End Date:	6/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Green Tree Event Consultants, 35 Storer Street, Saco, Maine, 04072	
Brief Description of Goods/Services/Grant:		Green Tree Event Consultants provides meeting and conference support services including for the Governor's Conference on Tourism	

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
x	B. Amendment		H. State Statute/Agency Directed
	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

In 2017, Green Tree Event Consultants was awarded the contract to provide support services for Maine's Governor's Conference on Tourism through a competitive bidding process. 2022 was the fifth and final renewal year for this contract per state statute.

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

The requested amendment adds \$37,519 to their 2022 contract to address a funding shortfall for the 2022 Governor's Conference on Tourism.

It appears the shortfall occurred because the contract administrator mistakenly believed substantial unspent funds from the 2021 Governor's Conference would be carried over in the extended contract when requesting an amendment to extend the contract and add additional funds for the 2022 conference. We amended the existing contract to add only \$90,000 for the 2022 conference, which doesn't cover the \$105,018.31 total expense for that conference.

To compound the issue, payment of an invoice for the 2021 conference totaling \$22,500 was paid in July 2021 from the 2022 budget. Consequently, we are \$37,518.31 short of funds needed to pay the final 2022 invoice of \$51,812.31 from the remaining contract open amount of \$14,292.


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

The \$105,018.31 total cost is consistent with the cost of past conferences even with the additional AV expense of providing a hybrid format with a virtual attendee option in 2022 and reflects good budget management including sponsorship and exhibitor development and attendee fees.

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

An RFP has been issued for a new contract for these services in FY2023.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Heather Johnson	Date:	09/27/2022
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		

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Printed Name:	Kathy Paquette	Date:	10/4/2022
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