



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

**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:		Agriculture, Conservation & Forestry, Harness Racing Commission		
Department Contract Administrator or Grant Coordinator:		Shane Bacon		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 6,000.00	Advantage CT / RQS #:	CT 01A 20231018*1159
CONTRACT	Proposed Start Date:	<b>10/23/2023</b>	Proposed End Date:	2/28/2024
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:		<b>Wipfli, LLP, South Portland, Maine</b>		
Brief Description of Goods/Services/Grant:		Assessments of the financial statements submitted as part of 2024 Harness Racine license renewal applications.		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

Wipfli, LLP will review and provide assessments of the financial statements submitted as part of 2024 license renewal applications from seven fairs, two commercial tracks and three off-track-betting facilities; Service From Date October 23, 2023; Service To Date February 28, 2024 as they have for many years under LVSCs.

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

Wipfli, LLP will review and provide assessments of the financial statements submitted as part of 2024 license renewal applications from seven fairs, two commercial tracks and three off-track-betting facilities as they have for the past 10+ years. They have knowledge of the seven fairs, two commercial tracks and three off-track-betting facilities and can complete the required review expeditiously.

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

Wipfli, LLP has completed this same work for the past 10 years under a LVSC for \$5,000 without raising the fee. It is reasonable and fair to pay an additional \$1,000 for this complex financial review.

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

The Harness Racing Commission can put the work out to RFP in future years but there is not time to do so this year.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

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

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):

DocuSigned by:

*Randy Charette*  
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Deputy Commissioner, Department of Agriculture, Conserva

Typed Name:

Randy Charette

Date:

10/20/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:

*Martha Verhille*  
891CE7A1493D45B...

Typed Name:

Martha Verhille

Date:

10/25/2023