

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 & Community Development/Office of Outdoor Recreation	
Department Contract Administrator or Grant Coordinator:		Carolann Ouellette	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ \$15,000.00	Advantage CT / RQS #:	CT 19A 20200618000000003987
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	07/01/2020	Effective Date:
	Previous End Date:	06/30/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Outdoor Brands, Portland, Maine	
Brief Description of Goods/Services/Grant:		Work with outdoor businesses and academic institutions in Maine to identify workforce needs and support career exposure across the spectrum of outdoor industry careers.	

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:

- 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

- Complete employer workforce survey and analysis in partnership with the University of Southern Maine to identify in demand skill sets and jobs in the next 3-5 years
- Develop outreach materials for use by Maine Outdoor Brands, Live Work Maine and educational programs outlining the types of careers available in Maine's outdoor industry
- Utilize research and data gathered to date to develop a report identifying workforce barriers and opportunities for Maine's outdoor industry
- Inventory Maine university and college outdoor recreation-related degree and internship programs and establish regular communication channels to share Maine Outdoor Brand job opportunities

This workforce project was clearly identified as a priority by business leaders in Maine's outdoor industry. This project aligns directly with the 10-Year Economic Development Strategy in which 2 of the key strategies around workforce are Growing and Attracting Talent. It also aligns with the work of the Governor's Economic Recovery Committee as one of the 3 sub-committees is specifically focused on Workforce Development and Education looking at developing related recommendations that will help Maine's economy continue to recover. We are taking advantage of the opportunity to extend a paid internship that will provide the staff person needed to assist with this additional work.

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

Founded in 2017, Maine Outdoor Brands (MOB) is the only non-profit, member-led alliance of nearly 100 Maine-based outdoor product companies. With a unique understanding of Maine's outdoor eco-system, MOB represents private sector interests, with the ability to help promote the Maine brand and the outdoors overall. MOB unites organizations across the state in demonstrating the value and importance of Maine's growing outdoor recreation economy.

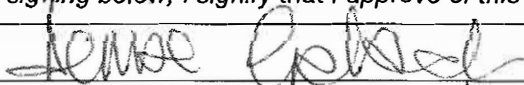
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Costs are based upon the research proposal from the University of Southern Maine-\$6500; the extension of the internship position-\$6500; and provides funds for outreach materials and other staff time to continue work on the inventory of degree programs and outreach to those program leaders at Maine colleges and universities.

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

For the moment Maine Outdoor Brands truly is unique as an organization focused on the outdoor recreation economy in Maine. As the Outdoor Recreation industry continues to grow, this may change, and a competitive bidding process would be primary.

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:	Denise Garland, Deputy Commissioner DECD	Date:	10/29/2020
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Printed Name:	Kathy Paquette	Date:	11/2/2020