

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:		DECD ConnectMaine Authority		
Department Contract Administrator or Grant Coordinator:		Stephenie MacLagan		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 13,030	Advantage CT / RQS #: CT 19A 20201029000000001349	
CONTRACT	Proposed Start Date:	10/21/2020	Proposed End Date:	6/30/2021
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:		Consensus Building Institute, Cambridge, Massachusetts		
Brief Description of Goods/Services/Grant:		Facilitation and management of public stakeholder engagement		

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.
Currently, ConnectMaine operates with a staff of two people; as it transforms from an agency administering a budget around \$2 million to administering significant amounts of funding that include a \$15 million bond, ConnectMaine seeks expert services to engage stakeholders productively. A third-party facilitator creates confidence that ConnectMaine is neither favoring nor disenfranchising the industry. Management and synthesis of stakeholder input will allow ConnectMaine to administer bond funds in a timely manner.

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PART III: SUPPLEMENTAL INFORMATION

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

The transformation of ConnectMaine is occurring during this coronavirus pandemic, and Consensus Building Institute was the selected vendor for the Governor's Economic Recovery Committee, which recommended addressing broadband connectivity; thus, this vendor is uniquely positioned to make connections among these parallel efforts. This vendor is also being chosen based on exceptional work with the Climate Council in synthesizing disparate pieces of stakeholder input and interagency ideas at scales from visioning to implementing. ConnectMaine chooses this vendor for the unique opportunity to productively engage stakeholders in a timely way.

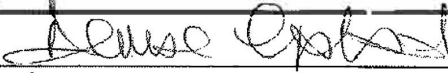

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Given the expertise to collaborate internally and facilitate externally the public engagement events, the rates are fair; in addition, this vendor will manage a stakeholder input method, collaborating with our webmaster to solicit and synthesize public comments provided through an online form. Having reviewed proposals to the Governor's Climate Council and Economic Recovery Committee, the negotiated costs are reasonable.

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

These services and good are provided in a unique context of this coronavirus pandemic and economic recovery; learnings from this collaboration, there will be future opportunities for competition to support less complex stakeholder engagement needs. Use of the information generated should aid in more efficacious deployment of grants, driving more competitive grant applications.

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	Date:	10-13-20
Signature of DAFS Procurement Official:			
Printed Name:	Kathy Paquette	Date:	11/2/2020