

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. 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:		DEP-Bureau of Remediation and Waste Management		
Department Contract Administrator or Grant Coordinator:		Andrea Lasselle		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage CT / RQS #:	CT #20211019000000001050	
CONTRACT	Proposed Start Date:	10/20/2021	Proposed End Date:	10/19/2022
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:		Specialty Response Solutions		
Brief Description of Goods/Services/Grant:		Health and safety training, HAZWOPER training		

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
	G.		M.

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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.

The Department is currently in the process of hiring 15 employees in the Bureau of Remediation and Waste Management. They will be part of BRWM staff who complete and maintain 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification (29 CFR 1910.120 compliant). We have enough staff that will be starting at the same time that hiring an instructor for the class to be held at the DEP offices in Augusta would be a cost savings over sending them to a training facility or having them complete an online class.

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

There are very few training providers in Maine that are certified to teach a 40-hour HAZWOPER class. This vendor was selected based not only on ability to teach an OSHA 1910.120 compliant course but also was available within the timeframe we require.

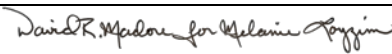
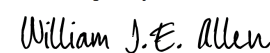
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The rate is fair and reasonable and represents a cost savings (per person) because we have so many new hires that need the class and will be in attendance. This vendor was less expensive than a similar online class or sending staff to an off-site training facility. An additional vendor was checked which was more expensive and they couldn't meet our timeframe for training.

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

It is our plan to always consider the most cost-effective means of providing required health and safety training to our staff. This is a very unique situation where we will be on boarding several new staff members and so contracting with a training provider represents a cost savings for this required training.

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:	David R. Madore for Melanie Loyzim	Date:	Oct 25, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>2D5B8E39F57E44A...</small> william J.E. Allen	Date:	11/10/2021

NOI 1120210903 11/10/2021 - 11/16/2021

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