



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:	DECD/Office of Outdoor Recreation			
Department Contract Administrator or Grant Coordinator:	Carolann D. Ouellette			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 12,846.38	Advantage CT / RQS #:	20231102000000000694	
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date:	11/30/2023
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:	Freeman Decorating Co Dallas, TX			
Brief Description of Goods/Services/Grant:	Outdoor Retailer Booth Furnishings, Rental Exhibit & Electrical			

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 checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input 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.	
10x20 Smart Fabric package; 120 volt electric; slatwalls, cabinets; table; stools; garment display and carpet. Without this package and furnishings we would not be able to exhibit at Outdoor Retailer.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
Freeman Exposition Services (Freeman Decorating Co.) is the contracted provider for all exhibitor services for this show. There are no other options available to us.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
Rates are standard across the industry for trade and retail shows.	
4. Describe the plan for future competition for the goods or services.	
Due to the nature of the contractual relationship of the show organizer with the exhibition services company, there are no other options for electrical and furnishings. Purchasing, shipping and storing furnishings would be cost prohibitive. We do anticipate researching alternatives for the exhibit rental which might result in a RFP competitive process.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):			
Typed Name:	Heather Johnson	Date:	11/1/2023
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small> </div>		
Typed Name:	Justin Franzose	Date:	11/7/2023

