



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:	Administrative and Financial Services, Maine Revenue Services		
Department Contract Administrator or Grant Coordinator:	Debra Bartlett		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$9,680.00	Advantage CT / RQS #:	RQS 18F 20231108*717
CONTRACT	Proposed Start Date:	11/8/2023	Proposed End Date: 11/9/2023
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:	SCORE Maine, 22 Rear Free St, Portland, ME 04101		
Brief Description of Goods/Services/Grant:	MRS staff attendance at the 2023 Annual Maine Tax Forum		

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.	The annual Maine Tax Forum provides MRS staff with comprehensive federal and state tax law updates with regard to audit functions, individual, fiduciary, and corporate income taxes, estate tax, and pass-through entity tax issues.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The Annual Maine Tax Forum is presented by the SCORE Maine organization.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	SCORE Maine has extended an offer to MRS for up to ten MRS employees to attend at half the normal fee charged to other Forum attendees.
4. Describe the plan for future competition for the goods or services.	Negotiate attendance fees for multiple attendees.

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:	Jenny Boyden Associate Commissioner	Date:	11-9-23
Signature of DAFS Procurement Official:			
Typed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	11/9/2023