

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:		DAFS/Maine Revenue Services			
Department Contract Administrator or Grant Coordinator:		Alex Weber, General Counsel, Maine Revenue Services			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 10,800		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	1/5/2021		Proposed End Date:	2/28/2021
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:		D Martines & Associates LLC 9 Innkeepers Lane Falmouth, ME 04105			
Brief Description of Goods/Services/Grant:		Corporate Income Tax Federal Form 1120 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

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

Maine Revenue Services (MRS) administers the Maine corporate income tax, which is based, heavily, on the federal corporate income tax. Therefore, MRS has regularly provided corporate tax auditors and examiners training on federal corporate income tax.

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

D Martines & Associates LLC previously provided income tax training to MRS for Federal Form 1040. The instructor, David Martines, also is an accounting instructor at University of Southern Maine, and his expertise in federal tax is needed for our training.

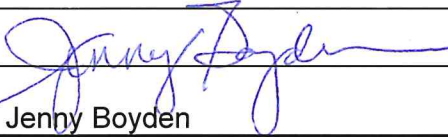
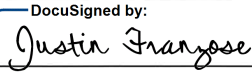
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost is \$540 per student for 20 total students. The entire training will cover 6 classes for 3 hours per class.

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

MRS will continue to look for qualified instructors who could also instruct this course.

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:	Jenny Boyden	Date:	11/30/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	12/3/2020