

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:		MaineDOT/Executive Office		
Department Contract Administrator or Grant Coordinator:		Shelly Wood		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 17250.00	Advantage CT / RQS #:	2020121400000002579	
CONTRACT	Proposed Start Date:	12/1/2020	Proposed End Date:	12/3/2020
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:		Maine Better Transportation Association (VC1000061723)		
Brief Description of Goods/Services/Grant:		70 th Annual Maine Transportation Conference		

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.

The Department works with the MTA & MBTA as partners for the Maine Transportation Conference for many years. This is the only conference available every year at this level; both MTA and MBTA work closely with the Department throughout the year on other topics.

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PART III: SUPPLEMENTAL INFORMATION

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

Maine Better Transportation Associates works with many of the same vendors MaineDOT does to conduct their day to day business; as does Maine Turnpike Authority. The 3 organizations work together to organize the Conference by providing staff to create the Conference.
This year's topic was 'Unexpected Detours, Smooth sailing through rocky waters'.


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

MaineDOT is a sponsoring partner with the Conference and are aware of charges for the Conference. The Department pays for approved staff members to registration for the conference and our rate is reduced by assisting in development the Conference/agenda/meetings. MaineDOT staff are involved in the aspects of planning the Conference; deferring cost of the registration fee to the Department.

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

Each year the 3 entities look at ways to defer cost for the Conference for the best interest for each. MaineDOT is a major sponsor with vendors, contractor and consultants the Department works with over the years are also invited; making for great networking opportunity for all. This is only conference in the State of this magnitude.

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:	Bruce A. Van Noy	Date:	12/23/2020
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date:	12/30/2020