



**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 Ouellette	
(If applicable) Department Reference #:		014 19A1100 49 4962	
Amount: (Contract/Amendment/Grant)	\$ 12,095.00	Advantage CT / RQS #:	19A 20211217000000000675
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	
GRANT	Project Start Date:	Grant Start Date:	January 1, 2022
	Project End Date:	Grant End Date:	January 31, 2022
Vendor/Provider/Grantee Name, City, State:		Maine Outdoor Brands, PO Box 513, Portland, ME 04112 <b>VC0000227733</b>	
Brief Description of Goods/Services/Grant:		This is a one-time payment to reserve expanded floor space for a Maine exhibit featuring outdoor recreation small businesses across Maine at Outdoor Retailer Winter Show in Denver, CO.	

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

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.

Outdoor Retailer is the world's leading business-to-business outdoor sports show where industry brands, retailers, reps, designers, suppliers and leaders gather. For businesses serious about the outdoor and snowsports industry this is the place for writing new orders to finding new accounts, launching new brands and making new connections.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Maine Outdoor Brands (MOB) is Maine's only non-profit alliance of outdoor recreation businesses and organizations. It is through a partnership with MOB that Maine is able to have a presence at this show which supports business growth in the outdoor industry. MOB is committed to working with individuals and organizations from the public and private sectors in helping to drive Maine's \$3B outdoor recreation economy, and in the process, creating a brighter economic future for our state.

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

We were able to negotiate a slightly discounted rate for a 20x20 floor space since this is the first year of an expanded presence.

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

Depending upon the success of this show, we will look to include this in the scope of services of an RFP, as applicable, and subsequent contract moving forward.


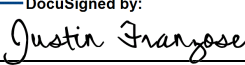
### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

### PART V: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Heather Johnson, Commissioner	Date:	December 20, 2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
	Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date: