



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:		Department of Economic & Community Development		
Department Contract Administrator or Grant Coordinator:		Julia Trujillo Luengo		
(If applicable) Department Reference #:		K.35.1 Talent & Workforce Attraction		
Amount: (Contract/Amendment/Grant)		\$ 116,678	Advantage CT / RQS #:	CT19A20220726*0286
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	
AMENDMENT	Original Start Date:	7/15/2022	Effective Date:	11/14/2022
	Previous End Date:	12/31/2022	New End Date:	3/31/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Green Tree Events Consultants, 35 Storer St, Saco, ME 04072		
Brief Description of Goods/Services/Grant:		Event Management Services		

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.	
In addition to the conference and event management of the inaugural Maine Outdoor Economy Summit, the provider shall provide event management services for an event following the Outdoor Economy Summit focused specifically on Workforce Education. Whereas the Maine Outdoor Economy Summit is specifically for the State's outdoor industry, the Workforce Education event funded by this amendment will include attendees from across all industry sectors in Maine. The Provider shall assist with planning and provide complete event management for the Workforce Education event including attendee registration, website development, signage, and others are agreed upon between the Department and the provider.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
Because the Workforce Education event is scheduled to occur immediately following the Maine Outdoor Economy Summit, it makes fiscal and logistical sense to incorporate the event management into the existing contract vehicle.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
Accepted cost rates mirror the approved rates from the vendor for event management services associated with the Maine Outdoor Economy Summit.	
4. Describe the plan for future competition for the goods or services.	
N/A	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input checked="" type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input 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, Commissioner	Date:	11/1/2022
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	11/28/2022



Part1_K.35.1_Talent & Part2_K.35.1_Talent &
Workforce Attraction |Workforce Attraction,;