



## 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/Office of Outdoor Recreation		
Department Contract Administrator or Grant Coordinator:	Carolann Ouellette		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ \$125,000	Advantage CT / RQS #:	CT19A20220726000000000286
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>7/15/2022</b>	Effective Date:
	Previous End Date:	<b>3/31/2023</b>	New End Date: 12/31/2023
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Green Tree Events Consultants Saco, ME		
Brief Description of Goods/Services/Grant:	Conference and event management services for the second year of the Maine Outdoor Economy Summit.		

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 Office of Outdoor Recreation consists of one person. The execution of an event of this scope and scale requires working with an established event planner. Green Tree Events has a proven track record of event management which is evidenced by the successful launch of the inaugural Maine Outdoor Economy Summit in 2022.

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

With the final accounting of the first Maine Outdoor Economy Summit complete, there is a balance of approximately \$30,000 in the current contract that will help to offset costs for the 2023 event. They are also the winning bidders for the Office of Tourism's recent RFP for an event management company for the 2023 Governor's Conference on Tourism.

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

As part of the competitive bidding process for the Office of Tourism, GTEC proposed a budget based on expenses for previous conferences and suggested efficiencies. They have demonstrated responsible stewardship of the budget and developed income streams to offset expenses. The rates from the earlier contract remain intact for this sole source agreement.

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

The Office of Outdoor Recreation will work to issue an RFP to secure an events management consultant to provide planning and management services for future events.

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

Does this request utilize ARPA/MJRP funds?

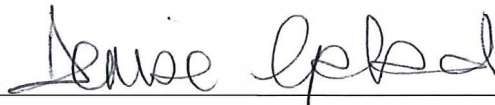
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):



Typed Name: Denise Garland

Date: 12.22.22

Signature of DAFS  
Procurement Official:

DocuSigned by:  
Martha Verhille

Typed Name: Martha Verhille

Date: 12/29/2022