

**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.*

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous, And Tribal Populations	
Department Contract Administrator or Grant Coordinator:		Whitney A. Parrish	
(If applicable) Department Reference #:		90R	
Amount: (Contract/Amendment/Grant)	\$ 6,000.00	Advantage CT / RQS #:	2022011000000001657
CONTRACT	Proposed Start Date:	1/17/2022	Proposed End Date: 2/28/2022
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:		Cumberland County Food Security Council, Portland, ME	
Brief Description of Goods/Services/Grant:		The purpose of services is to support the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (the Commission) by conducting research regarding the current and historic experience of Black and African American farm ownership and dispossession, and grant/financing access in the state of Maine towards the completion of a legislative report requested by LD870 of Maine's 130th legislature.	

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

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x	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.*

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>The provider will assist the Permanent Commission (“Commission”) in 1) conducting research regarding the history of the experience of Black, African American, and Afro-Indigenous farm ownership, dispossession, and grant/financing access in the state of Maine; 2) conducting research and interviews regarding the current conditions and experiences of Black, African American, and Afro-Indigenous farmers with regard to access to land, resources, and institutional financial support, and 3) collaborating with other content experts and Commission staff and Commissioners on synthesizing information, drafting the report, and identifying gaps and potential recommendations for future action related to addressing disparities.</p> <p>The Commission, established under Maine law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded. To support its continued growth and development, the Commission requires support in building research and reporting systems and procedures. The Provider has unique expertise in research related to the topics designated in LD 870.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
<p>The Commission selected this vendor as a single source hire for a number of reasons. The vendor has a longstanding history of collaboration with Black, African American, and Afro-Indigenous farmers in the state of Maine, making them uniquely positioned to conduct research within that community. When researching sensitive topics, it is essential that the Commission contract with a vendor trusted among the community in question to achieve full and accurate results. The spirit in which the vendor operates and executes its work is in alignment with the values and expected work outcomes of the Commission, and because of the nature of the subject matter, sets itself apart as an entity with the necessary cultural competency and lens needed to conduct work related to racial disparities and eliminating them.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
<p>The rate proposed for this contract is at parity with all other contract rates offered by the Commission to vendors providing research related services. Moreover, the rate falls below the market average for consulting services, as detailed to us by our strategic planning consultant.</p>
4. Describe the plan for future competition for the goods or services.
<p>The Permanent Commission has decided that after the report deadline for LD 870 (02/17/22) and once all necessary presentations are completed to the legislature, this contract be reassessed as to whether it will remain single source, or if a Request for Proposal process will be developed.</p>

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Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.

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



Typed Name: Whitney A. Parrish

Date: 01/13/2022

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Kathy Paquette*

Typed Name: Kathy Paquette

Date: 1/18/2022