



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:		Governor's Office of Policy Innovation and the Future	
Department Contract Administrator or Grant Coordinator:		Jessica Scott	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,000	Advantage CT / RQS #:	CT 07A 20210616000000003727
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	6/11/2021	Effective Date:
	Previous End Date:	4/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		The Cadmus Group LLC, 100 5 th Ave, Suite 100, Waltham MA - 02451	
Brief Description of Goods/Services/Grant:		Development of a Clean Transportation Roadmap for the State	

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.

As allowable under Rider B, Term 5 (Changes in the Work) the Department seeks to establish tasks **3A: Public Workshops** to account for 3 roadmap presentations and the development of related collateral; and **3B: Federal opportunities** to allow for additional work to be provided on federal funding opportunities for EVs that are evolving in parallel to the delivery date of the roadmap.

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

The vendor has been under contract to develop the Clean Transportation Roadmap since June (2021). This is an extension of their existing work.

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

The costs were developed in alignment with the original proposal, taking into account both the expansion of public engagements and the completion of an additional project management task related to funding opportunities.

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

There is no plan at this time to expand the contract beyond this amendment.

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: Hannah Pingree

Date: 1/13/2021

Signature of DAFS Procurement Official:			
Typed Name:		Date:	