



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:	Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations			
Department Contract Administrator or Grant Coordinator:	Hunter Cropsey			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 64,400.00	Advantage CT / RQS #:	20221216000000001691	
CONTRACT	Proposed Start Date:	1/16/2023	Proposed End Date:	6/30/2023
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:	Public History and Education Consulting, LLC Portland, ME			
Brief Description of Goods/Services/Grant:	The purpose of services is to support the work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (The Commission) by leading two truth-seeking pilot projects in Maine: (1) a Place Justice project examining offensive place names in Maine, and (2) an Implementing Indigenous and African American Studies (IIAAS) project continuing the Permanent Commission's monitoring, community engagement, and advisory capacity on the implementation of LD 1664 and 291.			

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 checked="" 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 Provider will assist the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (Permanent Commission) in the execution of its Place Justice (PJ) and Implementing Indigenous and African American studies (IIAAS) projects through the following efforts.

The PJ Project will involve (1) the creation and management a Place Justice Advisory Council that meets monthly and oversees all aspects of the project, (2) engage with relevant stakeholders connected with replacing offensive place names and confronting problematic commemorative practices through at least four listening sessions, (3) research identifying offensive place names and examine their origins as well as compiling and analyzing a data set on enslavers, slave traders, and other individuals who committed atrocities here to be cross-referenced against place names and a literature review of best practices in confronting problematic commemorative practices and ethics in public history, (4) preparation of a blueprint for a dynamic web-based public interface dedicated to Place Justice

The IIAAS Project will involve (1) the creation and manage an advisory committee on curriculum that meets at least monthly to oversee planning of a curriculum-related Symposium in spring 2023 and serve in an advisory capacity to Maine’s Department of Education, (2) development and execution of a Symposium in spring 2023 with online and onsite programming related to Maine’s Black and Indigenous studies, (3) development of a statewide coalition committed to the implementation of Indigenous and African American Studies, and (4) a report for the Permanent Commission containing recommendations for policy and action

The Permanent Commission, established under state law in 2019 (P.L. 2019, ch 457, 2) and recently funded in October of 2021. To support the continued growth and development of the Permanent Commission, it requires support in building research and reporting systems and procedures. The provider has unique expertise in community engaged research related to African American and Indigenous public history in Maine, as well as unique connections with local efforts regarding place names and public history in Maine.

A bill, LD 1934 of Maine’s 130th legislature, requests the Permanent Commission to examine and report back to the legislature on offensive place names in Maine. This contract has been created in response to that request. In order to ensure the timely return of recommendations to the legislature the Permanent Commission plans to start this contract as soon as possible on 01/16/2023. To meet the short timeframe with which work must begin, the Commission has selected “emergency” for this contract.

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

The Permanent Commission has selected this vendor as a sole source hire for several reasons. The vendor has a long history of leadership in the field of community engaged public history research in New England related to the African American and Indigenous experience. Their institutional history and expertise will help set the foundation for the development of ongoing community conversations across Maine related to local offensive place names and public history markers. Finally, the spirit in which the vendor operates and executes its work is in alignment with the values and expected outcomes of the Commission, and because of the nature of the subject matter, set itself apart as an entity with the necessary cultural competency and lens needed to conduct the work related to examining and eliminating racial disparities.

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

PART III: SUPPLEMENTAL INFORMATION

The negotiated costs are fair and reasonable based on calculations to build equity into contracted hiring processes and are standard for most Permanent Commission contracted positions, current and forthcoming.

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

The Permanent Commission has decided at the end of Fiscal Year 2023 (FY23), it will reassess if this contract will remain a single source or if a request for proposal process will be developed.

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:	Hunter Cropsey	Date:	1/10/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	1/18/2023