



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 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:	Hannah Pingree		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000	Advantage CT / RQS #:	20250117-1008
CONTRACT	Proposed Start Date:	2/14/2023	Proposed End Date: 6/30/2025
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:	Maine State Housing Authority Augusta, ME		
Brief Description of Goods/Services/Grant:	Research and analysis services in connection with establishing statewide housing production strategies		

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.	<p>The Maine State Housing Authority (MSHA), the Department of Economic and Community Development (DECD), and the Governor’s Office of Policy, Innovation, and the Future (GOPIF) have entered into a MOU on a two-part project to conduct two studies on Maine’s housing needs and how we can increase the production of housing.</p> <p>In the first part of the project, MSHA issued a competitive RFP and selected the firm HR&A for research for research and analysis services in connection with establishing Housing Production Goals. This part of the project was completed in 2023, with the costs borne by DECD and MSHA and with GOPIF participating in guiding the work but not paying for any of the project.</p> <p>For the second part of the project, which began summer 2024, GOPIF, MSHA, and DECD agreed to share the costs of the work. GOPIF committed to providing funds of \$50,000 with MSHA and DECD committing to provide the remaining \$159,000, which was documented in an August 30, 2024 amendment to the MOU.</p> <p>The project is now completed. MSHA has submitted an invoice for payment by GOPIF for the services completed by the consultant according to the terms of the MOU as amended.</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 Maine State Housing Authority (MSHA) is an independent state authority created in 1969 by the Maine State Legislature to address the problems of unsafe, unsuitable, overcrowded, and unaffordable housing. MaineHousing is a \$2.5 billion financial institution with a staff of over 190 people and is governed by a 10-member Board of Commissioners appointed by the Governor. MaineHousing assists more than 90,000 Maine households and invests more than \$750 million in the Maine economy annually.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>MSHA issued a competitive RFP and selected the firm HR&A for research for research and analysis services in connection with establishing Housing Production Goals.</p>
4. Describe the plan for future competition for the goods or services.	<p>Not applicable.</p>

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

Does this request utilize ARPA/MJRP funds?

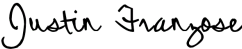
 Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s). Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies. No – If No, proceed to Part V.**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE***Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).* The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

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

Typed Name: Hannah Pingree

Date: 1/16/2025

Signature of DAFS
Procurement Official:DocuSigned by:

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Typed Name: Justin Franzose

Date: 1/22/2025