



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, Senior Climate Advisor			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	5/1/2022	Effective Date:	1/1/2023
	Previous End Date:	12/31/2022	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:	Amanda Dwelley, Beech Hill Research, Camden, Maine			
Brief Description of Goods/Services/Grant:	Development of survey, interview guide, data, and metrics for Maine Climate Council Equity Subcommittee report.			

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 purpose of this Contract is to provide expert knowledge and capacity to the Equity Subcommittee of the Maine Climate Council, which over the course of 2022 will refine, prioritize, and develop metrics for its 57 draft recommendations regarding equitable implementation of Maine Won't Wait, the state's 4 year climate action plan. This contract will help fulfill the direction given by the climate action plan, and will result in indicators to measure equitable climate action statewide.

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

The provider brings 12 years of cross-country experience in clean energy and energy efficiency program research, measurement and evaluation, with a focus on historically underserved and disadvantaged people and communities. She is a looked-to national leader in energy equity measurement and evaluation, and has recently supported equity and environmental justice framework evaluation in Maine through a grant provided by the US Climate Alliance, a partner organization of which Maine is a member. The provider is one of few consultants who has worked nationally on this combination of initiatives, and coupled with her location in Maine (and ability to collaborate directly with GOPIF and State Agency staff), her combination of national climate and energy equity work, rigorous EM&V experience, and presence in Maine make her uniquely qualified for this work.

Additional time is required for the provider to complete additional research and analysis, as well as provide presentations in support of implementing equity across climate, energy and environmental programs.

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

The provider is being paid at a rate equivalent to \$130/hr. This is a competitive rate to current contracts which GOPIF maintains for consultant and facilitator support. This capacity is also necessary to complete the work required by the Equity Subcommittee.

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

Upon the conclusion of this work (December 2023), we do not expect further consultant services to be required.

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, Director	Date:	1/26/2023
Signature of DAFS Procurement Official:			
Typed Name:		Date:	