



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:		abigail.hayne@maine.gov		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 8,844	Advantage CT / RQS #:	20250129*1823
CONTRACT	Proposed Start Date:	2/1/2025	Proposed End Date:	12/31/2025
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 Environmental Education Association (MEEA), Brunswick, Maine		
Brief Description of Goods/Services/Grant:		MEEA will provide services in support of a youth climate action pilot program to support groups of students, educators and school administrators from across the state to plan and implement climate action projects at their schools through leadership training, school climate action roadmaps and case studies, and technical assistance through the state's new Green Schools Program, including support to access federal funding for projects.		

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 Governor's Office of Policy Innovation and the Future (GOPIF) has worked to engage Maine youth in climate action consistent with the state's four-year climate action plan, Maine Won't Wait, which outlines the need for continued student engagement in climate project planning and implementation.

A new youth climate action pilot program will include conferences and other support for school groups to develop and implement climate action projects including support to access technical assistance and federal funding.

The Maine Environmental Education Association (MEEA) is a non-profit organization that provides programs to foster youth leadership, support educators, and advance research and policy to build environmental awareness and action. Through this contract, MEEA will support the youth climate action pilot including the development of workshops and assistance to school groups participating in the pilot. This will include for example, providing compensation to conference leaders for the development and delivery of programming, reimbursing schools for transportation costs to reduce barriers for rural schools to participate, and other support for school groups to plan and implement climate projects at their school.

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

MEEA is a non-profit trusted by Maine schools and educators with multiple years of experience partnering with students, schools, and the Maine Dept of Education to support climate action. For example, MEEA distributed reimbursements to educators on behalf of the Maine Department of Education's Climate Education Task Force [Advantage Contract # 05A 20240314000000002487]. Through this work, MEEA has become familiar with the barriers that schools frequently face to receiving reimbursement for travel expenses and is able to work with schools to disperse small grants in a timely and effective manner. Additionally, MEEA has experience in supporting the development of student conferences including how to disperse funds to support student presenters.

PART III: SUPPLEMENTAL INFORMATION

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

The negotiated costs account for the funds that will be dispersed in support of the conference and other support for schools groups, as well as MEEA's administrative fee (7%). The administrative fee is reasonable compared to fees from other organizations for similar services.

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

The need for the services provided by this contract is discreet and specific. Additional services outside of what is proposed in the scope are not anticipated at this time.

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

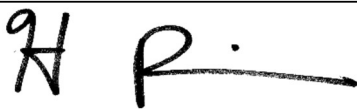
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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:

1/27/2025

Signature of DAFS
Procurement Official:

DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name:	kathy Paquette	Date:	2/5/2025
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