



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:		Office of the Public Advocate		
Department Contract Administrator or Grant Coordinator:		William S. Harwood, Public Advocate		
(If applicable) Department Reference #:		Low Income Funding		
Amount: (Contract/Amendment/Grant)	\$ 25,000.00	Advantage CT / RQS #:	20230309000000002298	
CONTRACT	Proposed Start Date:	3/24/2023	Proposed End Date:	8/31/2023
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:		Catherine Breen Falmouth, ME		
Brief Description of Goods/Services/Grant:		Expert consulting services assisting the Office of the Public Advocate securing additional financial assistance for low-income ratepayers.		

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 checked="" 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.	
Pursuant to the recommendation of the Maine Electric Ratepayer Advisory Council (established by 2022 P.L. Chapter 623), OPA needs expert consulting service to secure additional financial assistance for low-income ratepayers.	
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 unique experience and expertise in issues related to Maine state government funding of programs. Such experience will effectively carry out OPA's mission advocating for low-income consumers for whom paying public utility bills is difficult without some form of assistance or government aid, as set forth in our authorizing statute, 35-A M.R.S. § 1702-A.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The vendor's hourly rate is competitive.	
4. Describe the plan for future competition for the goods or services.	
This is a one-time initiative to find additional funding for low-income ratepayers. The Department does not intend to RFP for these services.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	William S. Harwood, Public Advocate	Date:	3/15/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	249502C7B71A49A... Thomas Paquette	Date:	3/17/2023