



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.

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous and Tribal Populations	
Department Contract Administrator or Grant Coordinator:		Aaron J. Hooks Wayman	
(If applicable) Department Reference #:		90R	
Amount: (Contract)	\$ 25,000	Advantage CT / RQS #:	20250226000000001985
CONTRACT	Proposed Start Date:	03/21/2025	Proposed End Date: 10/31/2025
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 IMMIGRANT RIGHTS COALITION Portland, ME	
Brief Description of Goods/Services/Grant:		The Provider shall re-engage all MIRC members through direct outreach and information gathering, developing procedures allowing MIRC to proactively stay in contact with and informed about/ by its coalition, and sharing findings from re-engagement, especially programming status through a "State of the Coalition" report.	

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

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<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.

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>This funding will support MIRC to re-engage its members through direct outreach, data collections, and procedural development to support the Permanent Commission in developing an understanding of which organizations are active and their strengths and challenges, along with opportunities and capacity for ethnic community based organizations to collaborate with state government partners.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p> <p>The provider's expertise in immigrant advocacy, coalition-building, and data-driven engagement directly supports the Permanent Commission's mission by connecting communities to resources, strengthening coalition capacity, expanding mutual aid, and fostering government collaboration. MIRC is the only organization that brings together in coalition all the immigrant serving community based organizations and it has the trust of its members that is essential for this work.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>Rates are aligned with market standards based on past event organizing and sponsorship activities, ensuring cost-effectiveness for outreach, data analysis, and coalition engagement.</p>
<p>4. Describe the plan for future competition for the goods or services.</p> <p>After this contract, the Permanent Commission will reassess whether to continue with a sole-source provider or initiate a competitive RFP process based on impact and sustainability.</p>



<p>Does this request utilize ARPA/MJRP funds?</p>
<p><input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).</p>
<p><input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.</p>
<p><input checked="" type="checkbox"/> No – If No, proceed to Part V.</p>

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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.

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Aaron J. Hooks Wayman Operations Director, PCRITP	Date:	3/3/2025
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	3/6/2025