



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

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/Amendment/Grant)	\$ 33,400	Advantage CT / RQS #:	2025030500000002037	
CONTRACT	Proposed Start Date:	5/1/25	Proposed End Date:	9/30/25
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:		Apricot, Inc Scarborough, Maine		
Brief Description of Goods/Services/Grant:		Improving the accuracy of demographic data used in the Mapping Maine's Communities tool hosted on the Permanent Commission's website		

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

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<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.



1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The current Mapping Maine’s Communities tool hosted on the Permanent Commission’s website uses ACS 5-year average data on racial demographics, visible on the census tract level, but this presents limitations as the disaggregated counts of minority communities are low in many areas and the margins of error are high. There is a need to combine other data sets and produce more accurate estimates through modeling.

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

Apricot is familiar with Maine-specific data sets disaggregated by race as a result of its statistical modeling work in the health sphere in Maine. They have both the contextual and technical knowledge, skills, and experience to improve the quality of disaggregated racial demographic data using a range of Maine-specific data sources, and the technical expertise to conduct statistical analysis and to translate the downscaled population estimates to be compatible with the pre-existing ArcGIS currently hosted by the Permanent Commission.

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

Rates are aligned with market standards for this highly technical and specific work. The contextual awareness of racial demographics of other Maine-specific data sets will ensure this work is cost-effective.

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

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.



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.

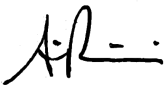
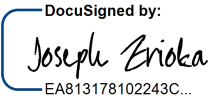
No – If No, proceed to Part V.

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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:	Ariel Ricci	Date:	3/10/25
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/12/2025