



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 Hooks Wayman		
(If applicable) Department Reference #:		N/a		
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	20250317000000002117	
CONTRACT	Proposed Start Date:	5/26/25	Proposed End Date:	12/30/25
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:		Community Change Inc		
Brief Description of Goods/Services/Grant:		Education and training services on matters within the statutory remit of the Permanent Commission.		

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.
In order to support state and local government actors to meet the problems faced by historically disadvantaged populations, it is necessary to have a baseline understanding of those issues and shared language to facilitate collaborative solutions. The Groundwater Institute (GWI) provides a unique immersive training that explores the historical and cultural contexts for the inequalities that exist today. Their training is unique and has recently been rolled out as a series of in person events for Maine leaders specifically.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
The vendor is the fiscal sponsor for the GWI Maine-specific trainings taking place over the following year. They are currently the only vendor that is sponsoring this work through the coordination of the training and working with participants to support sliding scale fees. At this point in time, they are the only vendor that is coordinating this unique training taking place in Maine.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
The entirety of the costs will go towards financial support for state and local government policy makers and policy implementers to attend this training. Funds will only be used to facilitate attendance for those who do not otherwise have the financial resources through their departments or agencies to attend. Much of the coordinating work is undertaken by host committee members acting in a volunteer capacity. Rates for the training are aligned with the market standards based on other training of this length and depth.
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?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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X No – If No, proceed to Part V.

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](#).

X 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

Date: 03/21/2025

Signature of DAFS
Procurement Official:

DocuSigned by:
Thomas Paquette
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Typed Name: Thomas Paquette

Date: 3/27/2025