



## 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:		Maine Arts Commission	
Department Contract Administrator or Grant Coordinator:		Julie Horn	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$10,000	Advantage CT / RQS #:	20230407000000002593
CONTRACT	Proposed Start Date:	5/1/2023	Proposed End Date: 6/30/2023
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:		Cumberland County Food Security Council, Portland, ME	
Brief Description of Goods/Services/Grant:		Support for costs of State of Black Maine Conference	

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 State of Black Maine Conference is a free day-long program on June 19<sup>th</sup>, 2023 (Juneteenth) and serves as a check in on the successes and challenges of people of color in Maine. Among the offerings are a panel entitled “The State of Black Arts” as well as four sessions of performances and presentations by Black artists from Maine.

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 agent for the Black Maine Development Corporation, the lead sponsor of the event.

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

Seed funding is being provided by the Maine Arts Commission, Maine State Archives, Maine Humanities Council, and the Cultural Affairs Council, along with support from other organizations and institutions. Specifically, this contract would pay for:

- Artist Fees
- Speaker honorariums
- Technical costs
- Booking and scheduling costs

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

It is the expectation of the planning committee that a successful first effort will lead to an annual event which will be sponsored by others, and eventually will not need to rely on seed funding from the agencies listed above.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

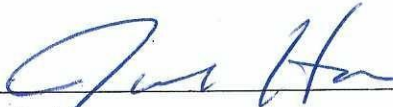
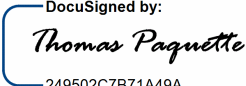
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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:	Julie Horn	Date:	4/7/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	4/21/2023