

**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:		Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations	
Department Contract Administrator or Grant Coordinator:		Hunter Cropsey, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:	2023032100000002399
CONTRACT	Proposed Start Date:	4/17/2023	Proposed End Date: 12/31/2023
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:		Pivot Point, Inc Portland, Maine	
Brief Description of Goods/Services/Grant:		Support the continued development of the Permanent Commission through planning and governance development consulting.	

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 Provider will continue work assisting the Department in: (1) development of systems and structures necessary to carry out the duties and initiatives of the Department, (2) strategic planning and establishment of an ongoing assessment, planning, and implementation cycle for Department work, (3) collaboration with and support to the Executive Director pursuant to their strategic guidance, such that all governance and strategic planning systems can become independently sustainable by the Department at the end of the contract term, and (4) initiate sub-agreements as necessary to assure the Permanent Commission has capacity and expertise necessary to successfully conduct its work and meet deliverables.

The Department was recently established under Maine Law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded. To allow for continued growth and development, the Department requires support in building governance systems and procedures as well as strategic plans. The Provider has expertise in developing these resources and has provided high-quality support to date.

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

The Department selected this Provider as a single source hire for several reasons. Prior to contracting with the Department in 2021, the Provider provided pro bono technical support and designed a methodology for the Department's work with the State Legislature in 2020, thereby setting themselves apart as a sole source for understanding the Department's purpose, mission, and the ways in which it would articulate that operationally. The Provider stepped up at a time of immediate need and committed an enormous amount of time to support production of a report requested by the legislature, at no cost. The Provider proved its commitment to this work as distinctive among nonprofits by volunteering their expertise at a time when the Department had no staff capacity to do this necessary work. Furthermore, the spirit in which the Provider operates and executes its work is in alignment with the values and expected outcomes of the Department, and, because of the nature of the subject matter, set itself apart as an entity with the necessary cultural competency needed to conduct work related to racial disparities and eliminating them.

Through the ongoing support of the Provider, both pro bono and later via contract, the Department is now well underway with development of governance and strategic planning systems and structures. Given the Provider's unique expertise, proven commitment, familiarity with the Department, and progress to date, they are best poised to support the Department in completing the substantial work of developing its first governance structure and strategic plan.

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

The Provider's typical rate is much higher than the rate currently negotiated with the Department. This rate was offered given the Provider's commitment to racial justice and the work of the Department. Given this and the above justification, the vendor set itself apart as responsive to the needs of the Department and racial justice work generally.

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

**PART III: SUPPLEMENTAL INFORMATION**

After the completion of deliverables outlined in this contract (completion of governance systems and structures as well as completion of a 5-year strategic plan), the Permanent Commission will no longer have need for consistent planning, governance, and strategic consultation. Future contracts to assist the Department with planning, governance, and strategic planning will be developed on an as-needed basis via RFP.

**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:	Hunter Cropsey, Acting Operations Director	Date:	03/27/23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Thomas Paquette	Date:	4/24/2023