

**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)	\$ 200,000.00	Advantage CT / RQS #:	20230419000000002760
CONTRACT	Proposed Start Date:	5/1/2023	Proposed End Date: 11/30/2023
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:		Lake Research Partners Washington, DC	
Brief Description of Goods/Services/Grant:		Conduct one on one conversations, focus groups, and public polling to develop baseline data about the Maine public's awareness, understandings, beliefs, and attitudes regarding the Permanent Commission's focus areas.	

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 shall: (A) conduct at least twelve (12) one-on-one conversations (ethnography and/or interview), (B) conduct at least eight (8) focus group conversations engaging a variety of demographic and geographic groups, and (C) conduct a at least a 500-person, 20 minute survey with at least a 50 person oversample of Black, Indigenous, and other People of color (BIPOC) residents of Maine. These efforts must be designed utilizing a methodology that explicitly centers the voices of historically marginalized populations throughout the research design and execution process. The information gathered will support the Department as a data-driven organization focused on understanding and improving the status of racial, Indigenous, and tribal populations in Maine as well as the general public's awareness of that status.

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

The Department has selected the Provider as a sole source for several reasons listed below. The Provider has extensive prior experience conducting public polls and other engagements regarding often-sensitive race and equity topics. Additionally, the Provider has experience working in rural America and with tribes, making them well suited to conduct an effective poll in Maine that will include Wabanaki tribes. While the Provider has general experience polling in rural areas ranges across the United States, they also have significant historical and recent experience polling in Maine, with statewide polls as recently as 2022. Additionally, the Provider has experience working with public entities to conduct opinion polls that are not related to partisan campaigns. Put together, the Provider has demonstrated success executing the services identified in Maine as recently as 2022, and they moreover have a longstanding history of providing these services in rural environments, with tribes, with public entities, and on the sensitive topic of racial equity specifically. All these experiences lead the Provider to be uniquely qualified to support the Department with polling services exploring the status of racial, Indigenous, and tribal populations in Maine.

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

The Provider has offered prices for the Department at their most inclusive rate. Costs provided are inclusive of full spectrum services, from questionnaire development and interviewing through data entry, analysis, and presentation of findings.

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

After the completion of this contract, services will conclude and there will not be an immediate option to renew. Should the Department wish to execute a similar polling project again in the future, it will be able to utilize the RFP process at that time if appropriate.

PART III: SUPPLEMENTAL INFORMATION

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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, Operations Director	Date:	4/20/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	4/24/2023