



## 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, Assistant Director		
(If applicable) Department Reference #:	94W		
Amount: (Contract/Amendment/Grant)	\$ 13,940	Advantage CT / RQS #:	20240318000000002524
<b>CONTRACT</b>	Proposed Start Date:	<b>3/1/2024</b>	Proposed End Date: 6/30/2024
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine Association of Nonprofits, Portland, Maine		
Brief Description of Goods/Services/Grant:	1 yr memberships to Maine Association of Nonprofits for arts orgs that were not awarded org operations FY24 grant.		

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.

This invests in Maine Association of Nonprofits (MANP) capacity-building support and services for nonprofit arts organizations that did not receive funding for the Maine Arts Commission's FY24 organization operations grant. These including memberships for underrepresented organizations such as rural, Black, Indigenous, and People of Color (BIPOC)-led arts organizations of any size.

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

The Maine Arts Commission believes that the Maine Association of Nonprofits is the principal organization in Maine providing capacity building support to the state's nonprofit sector. They offer extensive governance training and resources, a wide range of educational opportunities on nonprofit management topics, leadership development opportunities for nonprofit staff and board members, and free and discounted access to resources and services to improve the organizational effectiveness of Maine's nonprofits. They also have strong connections to nonprofit cultural community in Maine through existing members, as the current administrative host and partner for the Cultural Alliance of Maine, and as a partner of Maine State Library.

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

\$13,940 will go towards one-year memberships for arts organization that did not receive grant funding from our FY24 organization operations grant. Based on the Maine Association of Nonprofit's existing dues model there will be approximately fifty-six arts organizations receiving memberships for this total.

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

The Maine Arts Commission will monitor the market for organizations/associations providing broad-based capacity-building support for nonprofit organizations in Maine to determine if/when a competitive bid process is appropriate, at which point proposals will be solicited, discussed, and evaluated.

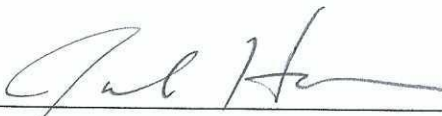

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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:	3/1/2024
Signature of DAFS Procurement Official:	<small>DeeSigned by:</small> 		
Typed Name:	Thomas Paquette	Date:	4/17/2024