



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 shall partner with the Permanent Commission (the department; agency) executing a training series for Maine State Government employees, policy makers, and other relevant communities designed to educate regarding Wabanaki-Maine history and allyship. This education series will include trainings on “Interacting with Wabanaki-Maine History,” “Decolonizing Non-Native Communities,” and “Dawnland” (documentary) screenings and panel discussions.

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

To the department’s awareness, Wabanaki REACH is the only organization available in the State of Maine with a robust and tested platform of Wabanaki-Maine history and education trainings. Moreover, these training is available to the Permanent Commission at a low market rate. For these reasons, the agency has selected Wabanaki REACH as a single source.

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

Negotiated costs are at market rate for the training and education services offered by Wabanaki REACH.

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

This is a pilot effort to provide Wabanaki-Mains history and education to state employees. The Permanent Commission will observe the degree of state staff demand for such training before deciding whether to carry the project forward. At that juncture, future competition may be considered depending on the status of the market for such training at that time.

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

Does this request utilize ARPA/MJRP funds?

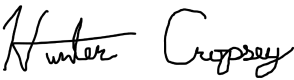

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:	4/12/24
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	4/22/2024