

**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:		Whitney A. Parrish	
(If applicable) Department Reference #:		90R	
Amount: (Contract/Amendment/Grant)	\$ + \$10,000	Advantage CT / RQS #:	20211216000000001531
CONTRACT	Proposed Start Date:	1/3/2022	Proposed End Date: 6/30/2022
AMENDMENT	Original Start Date:	1/3/2022	Effective Date: 6/30/2022
	Previous End Date:	6/30/2022	New End Date: 6/30/2022
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Morgan Pottle Urquhart, Sunrise Strategies LLC, Bangor, ME	
Brief Description of Goods/Services/Grant:		The purpose of services is to support the work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations through communications support.	

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

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 purpose of this Contract is to support the work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Commission”).

The Provider will 1) assist in the establishment of Commission communications strategy and systems, in consultation with Commission staff and commissioners; 2) execute communications strategy to support Commission mission and work; and 3) work collaboratively with staff and commissioners to support capacity building of the Commission.

The Commission, established under Maine law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded to allow for continued growth and development, requires support in building systems and procedures the Provider has expertise in developing and executing.

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

The Commission selected this vendor as a single source hire for a number of reasons. Prior to this contract, the vendor has demonstrated a clear understanding and commitment to the Commission’s mission and vision, and how that relates to communications and outward facing public presence. The vendor has expertise in media relations, the specific types of communications needs the Commission has, and a clear understanding of state systems and expectations as a former employee of the legislative branch. In this regard, the vendor is uniquely positioned to support the Commission in a number of ways greatly needed to achieve the Commission’s mission and charge.

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

The negotiated costs are fair and reasonable based on calculations to build equity into contracted hiring processes and are standard for most Commission contracted positions, current and forthcoming.

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



The Permanent Commission has decided at the end of the fiscal year (FY22), it will reassess if this contract will remain single source, or if a Request for Proposal process will be developed. The Permanent Commission has given itself one year to decide how permanent structures and staffing will develop and finalize.

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:	Whitney A. Parrish	Date:	5/9/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	5/11/2022