



## 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	
(If applicable) Department Reference #:		94W	
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	20220513000000002874
CONTRACT	Proposed Start Date:	5/31/2022	Proposed End Date: 5/31/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	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:		Four Directions Development Corporation, Orono, Maine	
Brief Description of Goods/Services/Grant:		In support of the Wabanaki Artisan Services Program	

### 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 Maine Arts Commission will partner with Four Directions Development Corporation (FDDC) to support its Wabanaki Artisan Services Program. Based on surveys with Tribal Leaders (Maliseet, Mi'kmaq, Passamaquoddy, and Penobscot), it was determined that there is an opportunity for Native Artisans in Maine to establish, develop, and grow small and micro-sized businesses to sell their products. However, many Native artists face unique challenges that limit their ability to establish an artisan business. This program can assist by financially helping Native artists to develop their work and businesses while also preserving and promote the valuable social and cultural assets practiced by Native artisans. This program will assist Native crafts people to:

- Improve livelihoods by increasing sales of artisan made products
- Preserve Native culture through increased focus on traditional crafts and traditions
- Expand opportunities for showing and marketing works
- Increase engagement and interest in Native culture among its youth
- Raise public awareness of the history and beauty of Native arts

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 chose to partner with FDDC because they are a designated Community Development Financial Institution which is a specialized financial institution that provides financial products and services to populations and businesses located in underserved markets. They are a nonprofit organization certified by the U.S. Department of Treasury and is a State of Maine licensed Supervised Lender which is led and managed specifically by the Wabanaki People.

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

\$7,500- Four Directions will provide small \$500- \$2000 payments to artists to be used for costs to fulfill their projects. (anticipate 5-6 applicants).

\$1,150 will cover their staff administration time (45 hours spent at \$26/hrly).

\$600 for targeted marketing.

\$750 for artist application development.

Amounts were discussed between Four Directions Development and the Maine Arts Commission based on number of staff hours needed to administrate the applications and the predicted number of project requests.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Maine Arts Commission's support of this program is to fulfill the National Endowment for the Arts required outreach to traditional and underrepresented communities. This is a one-time specific contract, and the Maine Arts Commission has no future plans for a similar service.

**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:	Julie Horn	Date:	5/10/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	william J.E. Allen	Date:	5/31/2022

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