



## 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)	\$ 35,000.00	Advantage CT / RQS #:	20230420000000002795
<b>CONTRACT</b>	Proposed Start Date:	<b>5/15/2023</b>	Proposed End Date: 12/31/2023
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Chance to Advance Windham, ME		
Brief Description of Goods/Services/Grant:	The provider shall support the Department's expansion of community engagement efforts by consulting and assisting the Community Engagement Director with development of the Department's community inquiry process as well as the development comprehensive networking platform and strategy.		

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 Provider shall: (1) support the Department systematizing and executing its 2023 Networking Plan, (2) support the department in systematizing and executing its 2023 Community Inquiry Session Plan, and (3) support the Community Engagement Director in planning and management tasks related to facilitating Community Engagement Committee meetings, and (4) support the Community Engagement Director in facilitating/ executing community engagement aspects related to any other Department led events occurring within the timeframe of this contract.

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

The Provider has significant experience (as recently as 2023) planning and executing public events in Maine designed educate the public regarding often sensitive race and equity topics, and to host productive discussions. Accordingly, the provider’s mission is to “uplift the voices of immigrants, refugees, and asylum seekers through storytelling to break down barriers for a more inclusive, connected, and well-educated world.” This mission and experience connects uniquely with the goal of the Department’s “Inquiry Sessions,” which this contract will support, wherein the Department seeks to collect rich qualitative data regarding the lived experiences of racial, Indigenous, and tribal Populations. Additionally, Provider has tested experience communicating often-sensitive race and equity topics with the Maine public, and therefore is uniquely positioned to support the Department with “Networking” efforts designed to broaden the Department’s public awareness, engagement, and support. All these experiences lead the Provider to be uniquely qualified to support standardization of community inquiry sessions and networking efforts for the Department.

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

Negotiated rates are fair and reasonable based on what the provider typically negotiates, as well as the Department’s commitment to negotiating rates that encompass equity across relationships with like-providers.

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

This contract is designed to support the Department in scale-up and systematization of community engagement programs. After the completion of this contract, the Department will no longer have a need for these services and therefore services will conclude with no immediate option to renew. Should the Department wish to execute a similar project again in the future, supporting community engagement programs, it will be able to utilize the RFP process at that time if appropriate.

**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):	<i>Hunter Cropsey</i>		
Typed Name:	Hunter Cropsey, Director of Operations	Date:	4/27/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Thomas Paquette</i>		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	5/10/2023