



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 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, 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 4 columns: 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.

Nibezun will work closely with Wabanaki sculptor Tim Shay to oversee a sculpture created for a Veteran Wabanaki Memorial to be placed in Capitol Park Augusta, ME. In 2022 a committee was formed for the planning of this project that consists of the Wabanaki Historic Preservation Officers from each community, a Native American Artist, Wabanaki Public Health and Wellness, Nibezun, Maine's Congressional Delegation, the Maine Arts Commission, the Maine National Guard's Historian, the VA Vets Center Veterans' Arts Program, and the Maine Bureau of Veterans' Services. All aspects of creating a monument were discussed and decided upon as a group with Nibezun taking the lead. The monument was approved by the Capitol Park Commission and is expected to be installed in 2026. It will consist of seven, large standing stones in a half circle facing east which will be centered and aligned with the position of the sun during the summer solstice (June 21). The monument will be multi-lingual and document pre-Revolutionary War.

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 Nibezun as they are the sponsored organization that will handle the budget and payments necessary for the project. Nibezun is a Wabanaki led organization whose mission is dedicated to preserving and promoting all aspects of Mi'kmaq, Passamaquoddy, Penobscot, Maliseet, and Abenaki ceremonies, traditions, customs, and language through practice and education.

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

The funds will go directly to artist Tim Shay for his artistic carving and direction of the sculpture project. The total amount for his time on this entire project is \$400,000. The Maine Arts Commission's \$10,000 will go to pay for approximately 100 hrs of his time (his rate is \$104 hr).

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

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

### 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.

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.



**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.
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**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Julie Horn	Date:	5/23/2024
Signature of DAFS Procurement Official:	 <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	5/24/2024