



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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:		Department of Defense, Veterans and Emergency Management / Maine Bureau of Veterans' Services	
Department Contract Administrator or Grant Coordinator:		Tracy E. Wheelden, Contract/Grant Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000.00	Advantage CT / RQS #:	CT 15A 20240516-3271
CONTRACT	Proposed Start Date:	5/16/2024	Proposed End Date: 9/30/2024
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		AAE Holdings, Inc. DBA All American Entertainment Durham, NC	
Brief Description of Goods/Services/Grant:		Speaker for SSG Fox 9/11/24 Symposium	

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 checked="" 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.

Tom Voss will be the Keynote Speaker at the symposium: Mr. Voss is a U.S. Army Combat Veteran, Mental Health & Holistic Healing Advocate; Featured in the Award-Winning Documentary "Almost Sunrise"

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

This Keynote Speaker is needed for the 9/11/2024 symposium on veteran suicide. [Click or tap here to enter text.](#)

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

These costs support the cost of the primary speaker who is a subject area expert. We feel these costs are reasonable.

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

Putting this contract out to bid would significantly delay service delivery and would potentially lead to a decrease in funding provided by the Veterans Administration. If the SSG Fox Suicide Prevention Grant is awarded to BVS in future years and should another research organization suite the program needs, the RFP process will be pursued.

### 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):

DocuSigned by:  
*Scott A. Young*  
8EDC934F194048D...

Typed Name:

Scott Young, Deputy Commissioner

Date:

5/17/2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/30/2024