



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous and Tribal Populations	
Department Contract Administrator or Grant Coordinator:		Aaron J. Hooks Wayman	
(If applicable) Department Reference #:		90R	
Amount: (Contract/Amendment/Grant)	\$31,875	Advantage CT / RQS #:	20240328000000002666
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	5/1/24	Effective Date:
	Previous End Date:	6/30/25	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine-Wabanaki REACH Stillwater, Maine	
Brief Description of Goods/Services/Grant:		Contract amendment to expand and extend Wabanaki REACH's training offerings. The provider will deliver both make-up and new educational events focused on Wabanaki-Maine history, decolonization, and Indigenous experiences.	

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

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<input checked="" type="checkbox"/> X	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>This contract amendment supports the continuation and expansion of a state training series aligned with the recommendations of the Wabanaki-State Child Welfare Truth and Reconciliation Commission. The provider will deliver make-up sessions originally scheduled in 2024–2025 and add new training through June 2026, including history presentations, decolonization workshops, and cultural events. These activities support the Permanent Commission’s mandate to educate public officials and communities on Wabanaki-Maine relations and equity.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p> <p>Wabanaki REACH was originally selected due to its cultural authority, unique expertise, and history of successful collaboration with the State. The organization is the sole provider of this specific curriculum, which includes community-informed, trauma-responsive training developed and delivered by Wabanaki educators.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>The amendment amount is consistent with the original per-event cost structure and reflects the proportional increase in the number of training sessions and events. The rate is comparable to similar culturally focused professional training services.</p>
<p>4. Describe the plan for future competition for the goods or services.</p> <p>After this contract, the Permanent Commission will reassess whether to continue with a sole-source provider or initiate a competitive RFP process based on impact and sustainability.</p>

<p>Does this request utilize ARPA/MJRP funds?</p> <p><input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).</p> <p><input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.</p>
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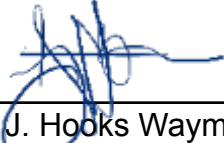

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☒ No – If No, proceed to Part V.

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](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Aaron J. Hooks Wayman Operations Director, PCRITP	Date:	04/15/2025
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	5/7/2025