



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.

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)	\$ 13,000	Advantage CT / RQS #:	20250102000000001672	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	1/1/2025	Effective Date:	7/1/2025
	Previous End Date:	6/30/2025	New End Date:	10/31/2025
GRANT	Project Start Date:	1/1/2025	Grant Start Date:	1/1/2025
	Project End Date:	6/30/2025	Grant End Date:	6/30/2025
Vendor/Provider/Grantee Name, City, State:		Aroostook Arts and Education Center DBA Wintergreen Arts Center, Presque Isle, ME		
Brief Description of Goods/Services/Grant:		To administrate micro-grants to artists in Aroostook County		

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 checked="" 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.

In the early spring of 2023, the Maine Arts Commission (MAC) began a pilot granting program with Wintergreen Arts Center (WGAC) for the development of the Aroostook Creative Network to support contemporary, traditional, and emerging artists and arts activities in rural northern.

WGAC will use this money to continue a micro-economic development model to provide small grants to artists ranging for \$500. These grants may be used for short and long-term professional development goals and/or project expenses. WGAC and MAC staff will be available to help applicants with their application.

WGAC is working with MAC staff and an advisory board that includes representation from northern, central, and southern Aroostook. This collaboration is continuing to create a network throughout the county. To support this program WGAC will expand its community outreach into remote areas and may host a virtual grant information session.

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

WGAC is a 501(c)3 non-profit organization founded in 2006 and is in downtown Presque Isle which was ideal in its geographically central location in Aroostook County. Their mission is to provide meaningful experiences that encourage an appreciation of the arts, stimulate creativity and innovation, and offer an artistic community space. Wintergreen is a fiscally secure and responsible organization that has received MAC funding in the past and has the staff capacity to develop and administer these grants. WGACs new large facility can host application reviews, grant-making workshops, and regional arts network gatherings to better serve its mission and the people of Aroostook County. They are an active partner with the Aroostook Partners in the Arts that serves the entire county with activities and opportunities in arts education.

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

The \$10,000 award will enable WGAC to offer a flexible and effective way to support regional artists and develop WAC’s presence as an arts resource for Aroostook County. \$7,000 will be regranted; \$2,200 will cover WAC’s overhead (e.g., marketing, website updates, development of grants). \$800 will be used to pay grant application reviewers. WGAC had to fill out a project grant through the MAC’s application portal which was then reviewed by staff for its organizational quality and program feasibility and relevance to our strategic plan.

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

The MAC will continue to support this to fulfill its rural arts program and will assess its outreach success (through number and geographical range of applications) in the fall of 2025 to determine if the program will continue as is.

PART III: SUPPLEMENTAL INFORMATION

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.


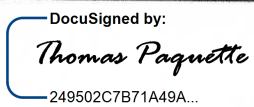
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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.

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

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: 5/20/2025
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>	
Typed Name:	Thomas Paquette	Date: 5/29/2025