



## 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.*

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations			
Department Contract Administrator or Grant Coordinator:		Whitney A. Parrish			
(If applicable) Department Reference #:		90R			
Amount: (Contract/Amendment/Grant)		\$ +\$107,539.00	Advantage CT / RQS #:	20220120000000001719	
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date:	9/30/2022	
AMENDMENT	Original Start Date:	1/1/2022	Effective Date:	1/1/2022	
	Previous End Date:	5/21/2022	New End Date:	9/30/2022	
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		University of Maine System, Portland, ME			
Brief Description of Goods/Services/Grant:		The purpose of services is to support the work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (The Commission) by designing a Truth Seeking process through which Maine people can share their experiences of racial harm and privilege, seeking to actively reexamine family and community histories through a restorative lens.			

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

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<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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*Please respond to ALL of the questions in the following sections.*

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 will assist the Permanent Commission (“Commission”) in designing a truth seeking process through which communities in Maine that have experienced racial harm and privilege can share their experiences and actively reexamine their family and community histories through a restorative lens.

In the first three months of this project (encompassed via this contract) Cutler staff will convene meetings with key informants from the Permanent Commission and other critical thinkers/experts in relation to truth and reconciliation processes. These convenings will clarify the Permanent Commission’s hoped for outcomes from this process, identify populations of people who will share their lived experience, and discuss the elements of truth and reconciliation initiatives that will help meet the goals and desired outcomes.

Core outcomes of the first three months will be: 1) Articulating the purpose of the truth-seeking initiative; 2) Identifying the parties to the truth-telling; and, 3) Identifying tenets of a collaborative and autonomous relationship between the Coordinating Committee and the Permanent Commission, including how recommendations emanating from what is learned through truth seeking can contribute to needed structural changes that promote healing, equity, inclusion, and harm reduction.

The Commission, established under Maine law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded. To support its continued growth and development, the Commission requires assistance in building research systems and procedures. The Provider has unique expertise in research related to truth-seeking in Maine, having recently led the “Maine Wabanaki-State Child Welfare Truth and Reconciliation Commission.”

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

The Commission selected this vendor as a single source hire for a number of reasons. The vendor has previous experience leading Truth-Seeking work in the State of Maine, having recently led the “Maine Wabanaki-State Child Welfare Truth and Reconciliation Commission.” Moreover, the vendor has a long history of policy research in Maine that makes them well suited to research related tasks of this contract. Their institutional history will help set the foundation for further research into cutting edge truth seeking practices. Finally, the spirit in which the vendor operates and executes its work is in alignment with the values and expected work outcomes of the Commission, and because of the nature of the subject matter, set itself apart as an entity with the necessary cultural competency and lens needed to conduct work related to racial disparities and eliminating them.

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

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The Cutler Institute has offered their services to the Commission at a rate traditional for engaging their team of “truth-seeking” experts. Their work is very specific to this area of expertise and not like any other in the state, making the team extremely unique regarding this expertise, as evidenced by their development and execution of the Maine Wabanaki-State Child Welfare Truth and Reconciliation Commission. This rate also includes the costs of a fund development partner who, when leveraged, will lower the Permanent Commission’s cost burden by seeking outside supplementary revenues to support the truth seeking work.

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



The Permanent Commission has decided at the end of this contract term, it will reassess if this contract will remain single source, or if a Request for Proposal process will be developed. The Permanent Commission has given itself one year to decide how permanent structures and staffing will develop and finalize.

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Whitney A. Parrish	Date:	5/23/2022
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/3/2022