



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.

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|---|-------------------------|---|-------------------------------|
| Department Office/Division/Program: | | Permanent Commission on the Status of Racial, Indigenous, And Tribal Populations | |
| Department Contract Administrator or Grant Coordinator: | | Whitney A. Parrish Perry | |
| (If applicable) Department Reference #: | | 90R | |
| Amount: (Contract/Amendment/Grant) | \$ + \$15,042.90 | Advantage CT / RQS #: | 2022011000000001659 |
| CONTRACT | Proposed Start Date: | 02/01/2022 | Proposed End Date: 09/30/2022 |
| AMENDMENT | Original Start Date: | 02/01/2022 | Effective Date: 02/01/2022 |
| | Previous End Date: | 06/30/2022 | New End Date: 09/30/2022 |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Restorative Justice Project of Midcoast Maine, Belfast, Maine | |
| 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 examining literature related to restorative justice practices, supporting the development of the Restorative Justice Coalition, and identifying restorative justice priorities that advance the mission of the Commission. | |

| 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 |
|--------------------------|-----------------------------------|--------------------------|------------------------|

Please respond to ALL of the questions in the following sections.

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| <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>The provider will assist the Permanent Commission (“Commission”) in 1) conducting a research and literature review of current state and national restorative justice trends, policy, and legislation to identify cutting edge practices that inform the Commission of potential future priorities for research and policy proposals; and, 2) Support the development, management, and growth of the Maine Restorative Justice Coalition in order to develop priorities and recommendations for the Commission and demonstrate the Commission’s commitment to restorative practices.</p> <p>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 support in building research and reporting systems and procedures. The Provider has unique expertise in research related to Restorative Justice as well as unique connections with restorative justice practitioners throughout Maine.</p> <p>A bill, LD 1226 of Maine’s 130th legislature, requests that the Permanent Commission examine restorative justice practices and provide recommendations back to the legislature. This contract has been created in response to that request. In order to ensure a timely return of recommendations to the legislature, the Permanent Commission plans to start this contract as soon as possible on 2/1/2022. To meet the short timeframe in which work must begin, The Commission has selected “Emergency” for this contract.</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>The Commission selected this vendor as a single source hire for a number of reasons. The vendor has a long history of leadership in the field of restorative justice in Maine, and their institutional history will help set the foundation for further research into cutting edge restorative justice practices. Moreover, through collaborative effort amongst all members of the Restorative Justice Coalition of Maine, the coalition identified this vendor as their preferred source for this contract. The Commission, taking this recommendation of the Restorative Justice Coalition in mind, believes that the vendor will be best suited to complete the deliverables above. 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.</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 rate proposed for this contract is at parity with all other contract rates offered by the Commission to vendors providing research related services. Moreover, the rate falls below the market average for consulting services, as detailed to us by our strategic planning consultant.</p> |
| <p>4. Describe the plan for future competition for the goods or services.</p> |

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The Permanent Commission has decided at the end of the fiscal year (FY22), 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 Parrish Perry | Date: | 01/10/2022 05/31/22 |
| Signature of DAFS Procurement Official: |  <small>DocuSigned by: 4162BA38FAF44CD...</small> | | |
| Typed Name: | Kathy Paquette | Date: | 6/3/2022 |