



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:	Maine Arts Commission		
Department Contract Administrator or Grant Coordinator:	Julie Horn		
(If applicable) Department Reference #:	94W		
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	20220513000000002877
CONTRACT	Proposed Start Date:	5/31/2022	Proposed End Date: 5/31/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date: Click or tap to enter a date.
	Project End Date:		Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:	WABANAKI CULTURAL PRESERVATION COALITION- DBA Nibezun , Passadumkeag, ME		
Brief Description of Goods/Services/Grant:	Funding for Wabanaki mentorship program		

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 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.

The Maine Arts Commission will partner with the nonprofit organization WABANAKI CULTURAL PRESERVATION COALITION DBA Nibezun to support the Wabanaki Traditional Arts Mentorship Program. The program helps to sustain traditional arts of the Wabanaki people through mentoring. Traditional arts reflect the values and practices of a shared culture based on tribal affiliation and/or family background. These skills are learned in an informal way, one-on-one, usually through observation and example rather than through classes or formal instruction. It gives teaching opportunities for experienced mentors to pass on their skills to qualified students. Mentors are individuals recognized by the Wabanaki community as exemplary practitioners and keepers of cultural knowledge. Examples are ash tree gathering, sweet grass braiding, basket weaving, quill working, birch bark canoe making, woodcarving, tool making, knife making, bead working, singing, and storytelling.

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

The Maine Arts Commission chose to partner with Nibezun as they are the new shepherds of the Wabanaki mentorship that was previously offered through a different nonprofit organization. Nibezun is a Wabanaki led organization whose mission is dedicated to preserving and promoting all aspects of Mi'kmaq, Passamaquoddy, Penobscot, Maliseet, and Abenaki ceremonies, traditions, customs, and language through practice and education.

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

\$6,000- for 4 Wabanaki artists (2 mentorships) to participate in the program. (3,000 each). This money is used as a teaching honorarium and any travel or supply costs associated with the teaching.

\$2,000- will cover some of Nibezun's administrative staff time. This will cover 40 hours(\$50/hrly) of staff time spent on these mentorships over a year.

\$2,000- to pay for a videographer to document the program and the individual artists. This video will be used on Nibezun's website to promote the program, given to the artists for self-marketing and used as a supporting material when making applications for other funding.

Amounts were discussed between Nibezun and the Maine Arts Commission based on program priorities costs and the number of staff hours needed to support these two mentorships (they offer more than 2 a year in the program).

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

PART III: SUPPLEMENTAL INFORMATION

The Maine Arts Commission's support of this program is in part to fulfill the National Endowment for the Arts required outreach to traditional and underrepresented communities. This is a specific one-time contract and the Maine Arts Commission has no future plans to replicate this service.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

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

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):			
Typed Name:	Julie Horn	Date:	5/10/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	6/13/2022

NOI 0620220577 06/13/2022 - 06/19/2022