



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.

Table with 5 columns and 10 rows. Section: PART I: OVERVIEW. Includes fields for Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, Department Reference #, Amount, Advantage CT / RQS #, Proposed Start/End Dates, Original/Previous/Project Dates, Vendor/Provider/Grantee Name, and Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.) Table with 4 columns and 5 rows. Options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, 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 purpose of this Contract is to continue work established in the Place Justice Project Phase I towards the completion of directives established under LD 1934 of Maine’s 130th Legislature as well as the Education Series on Place Names. LD 1934 of Maine’s 130th legislature, requests the Department to examine and report back to the legislature on offensive place names in Maine. This contract has been created in response to that request, and therefore the contract will result in a report to be shared in advance of the 131st Legislature, Term 2. Additionally, the Provider will host an educational event to publicize report findings and generate awareness for the report as the culmination of a broader Place Names Education Series.

The Provider shall: (1) continue the Place Justice Advisory Council in support of its duties, (2) complete the final listening session with impacted groups, (3) complete the final event in the Place Justice Event series, (4) complete all research products, (5) complete development of the Place Justice Community Guidebook, (6) complete design for a new, proposed regulatory approach for re/naming place names in Maine, (7) produce a Report to the Permanent Commission, (8) develop digital materials needed to successfully promote the project, and (9) collaborate with the Department throughout to produce the deliverables above.

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

The Department has selected this vendor as a sole source hire for several reasons. First, the Provider has a long history of leadership in the field of community engaged public history research in New England related to the African American and Indigenous experience. Their specific organizational expertise is uniquely suited to the project goal of conducting community engaged research into offensive place names and public history markers in Maine. Second, the spirit in which the Provider operates is in alignment with the values and expected outcomes of the Department, and the provider as set itself apart as an entity with the necessary cultural competency needed to conduct the work related to examining and eliminating racial disparities. Third, the Provider has provided satisfactory services towards this project to date and is well poised to complete all deliverables within the established timeframe.

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

The negotiated costs are fair and reasonable based on calculations to build equity into contracted hiring processes and are standard for most all Department contracted positions, current and forthcoming.

PART III: SUPPLEMENTAL INFORMATION

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

At the end of Calendar year 2023, all current project deliverables related to examining offensive place names and reporting to the legislature will be complete. At this juncture, the Department will assess its goals for any continued involvement in the “Place Justice” project—examining and addressing offensive place names in the state—and make a determination as to whether a new project phase will be launched and whether the work will remain a single source or if a request for proposal process will be developed.

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

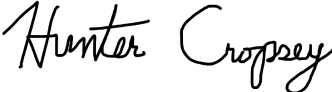

Does this request utilize ARPA/MJRP funds?

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: | Hunter Cropsey, Operations Director | Date: | 06/23/23 |
| Signature of DAFS Procurement Official: |  <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small> | | |
| Typed Name: | Thomas Paquette | Date: | 6/23/2023 |