



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 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office, Amount (\$10,000), Dates (5/15/2024 to 6/30/2024), Vendor Name (Maine Association of Nonprofits), and Description (Assistance with Cultural Alliance).

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Contains 12 justification options (A-L) with checkboxes. Option C (Single Source/Unique Vendor) is checked.

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 Association of Nonprofits (MANP) will manage the development of the Cultural Alliance of Maine (CAM) which is a grass roots, statewide cultural advocacy organization that includes representatives from the arts, libraries, museums, historical societies, archives and the humanities. This contract will support CAM as it begins its third year. Specifically, the funds will be used to support monthly professional development and informational gatherings on topics that are important to Maine's cultural organizations. CAM will engage the cultural community through conversations and events and professional development opportunities pertaining to operating an arts organization in Maine. In addition, CAM shall engage individual artists with conversations and professional development pertaining to creating and succeeding at operating their own businesses in the state of Maine.

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 believes that the Maine Association of Nonprofits is the principal organization in Maine providing capacity building support to the state's nonprofit sector. They offer extensive governance training and resources, a wide range of educational opportunities on nonprofit management topics, leadership development opportunities for nonprofit staff and board members, and free and discounted access to resources and services to improve the organizational effectiveness of Maine's nonprofits. They also have strong connections to nonprofit cultural community in Maine through existing members, as the current administrative host and partner for the Cultural Alliance of Maine, and as a partner of Maine State Library.

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

\$750—Zoom costs to host community meetings.  
 \$3,000--Stipends for presenters/presenting artists.  
 \$2,880--CAM Convening planning & execution prorated personnel cost (approx. 6 person-hours/month x 12 months).  
 \$1,200--Community Cultural Sector Consultation/Facilitation (approx 2.5 person-hours/month x 12 months).  
 \$2,170 --3,250 billable miles staff travel to site visits/meetings (from anticipated trips between Portland and Ellsworth to Fort Kent, Houlton, Augusta, Bethel, Bangor, York, Rockland, Monson) at 67 cents/mile.

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

In the future the Cultural Alliance of Maine will have its own 501(c)(3) designation and the continuance of its programming will be accessed by the Maine Cultural Affairs Council for continued funding.

**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.

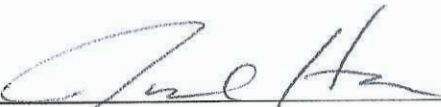

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:	5/23/2024
Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	6/5/2024