

**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:		Governor's Energy Office	
Department Contract Administrator or Grant Coordinator:		Tagwongo Obomsawin	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000	Advantage CT / RQS #:	20240516*3264
CONTRACT	Proposed Start Date:	5/30/2024	Proposed End Date: 4/30/2025
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Technology Institute, Brunswick, Maine	
Brief Description of Goods/Services/Grant:		Contract with MTI to support GEO for programs that advance innovation in the clean energy sector, as described in 2021 PL.483 Part I, approved business case I29.123	

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 Governor's Energy Office was awarded ARP funding to advance innovation in the clean energy sector, including research and analysis of clean energy finance development tools. This work will define strategies to address systemic barriers that restrict increased advanced technologies entrepreneurial activity, including approaches to cultivate and propel entrepreneurs from disadvantaged populations and extend supply chain activity into Maine's rural communities.

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

2021 PL.483 Part I assigned funding to the GEO, and recognized the Maine Technology Institute as a partner in the administration of this program.

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

Proposed costs are reasonable and consistent with previous contracts with vendors for similar services.

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

If further research and analysis of clean energy finance development tools are needed, the Governor's Energy Office may conduct competitive processes, as appropriate.

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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dan Burgess	Date:	6/12/24
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/14/2024