



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine Department of Corrections		
Department Contract Administrator or Grant Coordinator:		Jessica Gerrish		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 29,000.00	Advantage CT / RQS #:	20250522000000002807
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	9/30/2025
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:		Creative Hope Studios Lancaster, PA		
Brief Description of Goods/Services/Grant:		Music/Audio Equipment, Programming, and Training		

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 Arthur R (AR) Gould School, located at Long Creek Youth Development Center, is in need of installation of programming and equipment, as well as training of staff to allow youth the opportunity for audio production, music engineering, videography, video editing, podcasting, and graphic design. By creating this space youth will have a safe place to be creative and be self-expressive, while additionally creating and encouraging positive relationship building, teaching youth about career options and employable skills such as poetry, rapping, etc., and teaching youth life skills such as respect, teamwork, and self-awareness. All of which are essential for youth to continue to develop, grow, and be successful.

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

The Contract Administrator conducted fair market research for music studio programs specializing in correctional facilities for juveniles. It was determined that Creative Hope Studios (CHS) was the only provider specializing in mobile juvenile corrections programs. There are no other staff development training or products that offer the same purpose or function, designed specifically for the Juvenile Justice system and schools that serve at-risk youth.

Creative Hope Studios leads a team of highly qualified unique educators/individuals. Leading the training will be an individual who is a youth mentor, program provider, national trainer, and the founder of The Vision Program which provides programs, curriculum, and workshops for at-risk youth predominately in the Juvenile Justice system. Additionally, this individual is an accredited trainer in Juvenile Justice providing training opportunities for youth-care workers and support staff, addiction counselors, judges and probation officer. Along with another individual who has over 15 years of experience.

Creative Hope Studios is the only company in the United States that offers a comprehensive program designed specifically for the juvenile justice system. Their unique blend of services and their focus on sustainability and cultural relevance makes Creative Hope Studios the premier choice for facilities looking to implement a transformative program for their youth. CHS possesses copyright, trademark, design rights and/or provides unique capabilities or body of knowledge critical to the provision of the services required.

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

The cost is based on a quote provided by Creative Hope Studios and is considered fair market value when reviewing the costs of purchasing equipment outright. This will be paid for by Federally Directed Department of Education Grants and has been deemed allowable.

PART III: SUPPLEMENTAL INFORMATION

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

The Department will continue to follow procurement rules and intends to competitively bid these goods in the future, if they are needed.

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):

DocuSigned by:

Christine Thibeault

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Typed Name:

Christine Thibeault, Associate
Commissioner

Date:

6/1/2025

Signature of DAFS
Procurement Official:

DocuSigned by:

Kathy Paquette

41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

6/4/2025