



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
Table with 5 columns and 10 rows containing procurement details such as Department Office, Contract Administrator, Amount (\$128,250.00), Dates (07/01/2023 to 06/30/2024), and Vendor Name (Sheena Bunnell).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Table with 4 columns and 7 rows for selecting justification reasons. 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 Department is in the process of developing congruent strategic plans to be implemented through SFY 2024. The process of strategic planning allows each Office to thoughtfully outline its core goals and generate concrete plans for implementing same. Each Office's strategic plan requires a data-driven decision-making approach to ensure that each strategic plan is appropriately formulated and executed. No Office employs an economist or business strategist focused on long term strategic planning (considering past plans and future goals) who can consult with leadership across Offices to coordinate the strategic planning efforts of the Department. The consultation services of Dr. Bunnell are needed to assist multiple Offices within the Department to develop strategic plans that: (1) clearly define each Office's mission-driven goals and the actions needed to achieve those goals; and (2) align and coordinate resources across Offices to maximize the Department's efficiency and quality of service.

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

The Provider is a Professor of Business Economics at the University of Maine at Farmington with experience consulting on past strategic planning projects with members of senior leadership in multiple Offices of the Department. Her background knowledge on the direction and scope of the Department allow her to efficiently analyze the Department's strategic planning issues and address same without having to conduct extensive research or engage in prolonged consultations with leadership.

For any other contractor to acquire the capability to perform the work, an extended learning period would significantly delay implementation of the strategic plans and increase the cost associated with same. Any other contractor would largely be relying on the Provider's previous strategic planning work to acquire her baseline knowledge of the Department's strategic plan process. In addition, another contractor would need to engage with Department leadership extensively to learn about Department issues, concerns, goals, and resources in order to begin consulting on same, which would prevent leadership from carrying out daily management duties and drive up consultation costs in terms of the number of hours involved in the project.

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

The Department determined that the rate is comparable with that of other specialized consults and experts and thus is fair and reasonable.

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

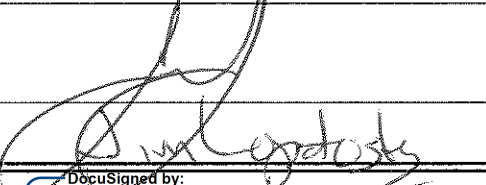
The Department does not intend to RFP these services.

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:		Date:	6-JUL-23
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sue H. Garcia</i>		
Typed Name:	E5DB92AC0F8D490... Sue H. Garcia	Date:	7/13/2023