



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, Vendor Name (Maine Humanities Council), and Description.

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes a header row and 12 rows of justification options (A-L) with checkboxes. Option C 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 Arts Commission receives a federal grant each year from the National Endowment to administer the National Poetry Out Loud competition for high school students across the entire state. This year the NEA gave MAC \$25,000 to produce it.

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

The Maine Humanities Council is a statewide non-profit organization, focused on humanities areas such as literature and performing arts. Their programs include the Maine Poetry Express and Read ME. MHC was identified as a good partner because they align with the POL program which encourages the study of great poetry through educational materials and is a dynamic recitation competition for high school students. This program helps students learn about literary history and contemporary life. Poetry Out Loud is a also part of a partnership of the National Endowment for the Arts, Poetry Foundation, and the state and jurisdictional arts agencies.

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

Costs of vendors reflect those used last year.

Finals Judges	\$2,250.00
Regional & State Accuracy Judge	\$900.00
American Awards	\$600.00
Finals Emcee/Keynote (Julia)	\$250.00
Finals Venue	\$800.00
Southern Regional Venue	\$650.00
Northern Regional Venue	\$650.00
POL year celebration anniversary	\$300.00
POL signs update/printing	\$700.00
Video (finals)	\$2,400.00
ME Humanities Council staff time	\$500

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

The Maine Arts Commission will continue to work with the Maine Humanities Council in a partnership specific to this program.

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.


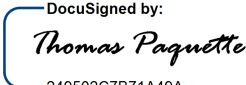
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	8/8/2024
Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	8/14/2024