



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 fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, Proposed Start Date, Proposed End Date, 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, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with checkboxes and options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.

There are resources throughout Maine for entrepreneurs and small-business-owners, but these do not typically address the unique needs that artists face, especially as artists try to grow their creative practice towards economic viability while also juggling employment schedules, family needs, and other financial pressures. One of the major barriers for offering artist-specific professional development is the rural nature of our state; organizing a quality artist-specific career-building workshop series has not proved to be fiscally feasible, not to mention the difficulty in gathering enough participants to attend in-person. Since 2008, Mass MoCA Assets for Artists Program has offered over 1200 hours of artist-tailored FREE training, mostly online, for artists throughout southern New England, offered by trainers working in creative fields. They are now making this program available to northern New England states. Assets For Artists offers an ever-evolving selection of online and in-person workshops to address the most urgent needs, challenges, and opportunities facing artists in our region. They offer free workshops and 1-on-1 coaching on all the business, marketing, budgeting, planning, and networking side of becoming a self-supporting artist. Topics include goal setting, social media management, taxes, grants, saving for retirement, starting an artist cooperative, publishing/recording, and gallery/venue approaches. This contract will conservatively ensure 40-60 Maine artists will have free access to a season of 12-15 workshops, but likely more. Live attendees will have the opportunity for 1-1 coaching afterwards, and all registrants will receive a recording of each workshop they've enrolled in.

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

MassMoCA is a national leader in promoting artists of all disciplines at all levels of their careers. One of their programs, Assets for Artists, is an artist-led and artist-centered program that marshals resources and strategies for creatives to pursue self-determined careers. They have offered free online professional development workshops since 2008, serving over 2,500 artists in southern New England. They have enrolled more than 600 artists in five northeastern states in their Capacity-Building Grant Program, with participating artists having generated \$2,300,000+ in seed capital to invest in their creative futures.

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

Normally each New England State would have to pay ~\$250,000 to provide these workshops. However, MassMOCA has allowed all these states to pull funding together so the program can exist in this region. No one partner would be able to support their community on their own. \$10,000 for at least 40 Maine artists to attend up to 15 workshops = \$16.67 at minimum per attendance.

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

This is our first year engaging with this program. We will evaluate the success of the program prior to further action. If an in-state program or provider emerges, we would certainly engage in dialogue about potential services for Maine artists.

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:	8/4/2024
Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	8/16/2024