



## 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:	Ross Anthony		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 9,500.00	Advantage CT / RQS #:	20240724*0171
CONTRACT	Proposed Start Date:	8/1/2024	Proposed End Date: 3/31/2025
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:	Northeast Energy Efficiency Partnerships, Woburn, MA		
Brief Description of Goods/Services/Grant:	Consulting on IRA Section 50131 Grant Application		

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 Governor's Energy Office (GEO) seeks additional capacity and technical knowledge to complete the application for the Inflation Reduction Act (IRA) Section 50131: Assistance for Latest and Zero Building Energy Code Adoptions. As directed by the GEO, the Northeast Energy Efficiency Partnerships (NEEP) will perform the following tasks consistent with the application requirements in the Administrative and Legal Requirements Document provided by the Department of Energy:

- Adoption Plan
  - Declaring state intent to adopt latest model energy code and outlining:
    - Education and outreach
    - Development of tools and analysis
    - Technical assistance to support adoption
- Certification and Implementation Plan, including:
  - Latest Model Energy Code – Residential & Commercial
    - Identification of authority, including compliance software, field studies
    - Process to determine compliance, including innovative approaches such as circuit riders
    - Workforce development, including training and enforcement
  - Zero Energy Code – Residential & Commercial – to be discussed
- Community Benefits Plan

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

NEEP is a nonpartisan, nonprofit organization whose mission is to assist the Northeast and Mid-Atlantic region to reduce building sector energy consumption and carbon emissions to support an affordable, equitable clean energy transition. NEEP provides technical assistance on the latest building energy codes, stretch codes, and building performance standards to states and jurisdictions throughout the region. NEEP convenes, facilitates, and supports cross-sector regional and state-level working groups, including the Maine Energy Code Collaborative. Cornelia Wu, Senior Manager, Codes and Standards at NEEP will serve as the project manager. Cornelia served on the Maine Energy Technical Advisory Group from 2022 through the completion of recommendations for the Maine Stretch Energy Code in 2024. Cornelia is a Registered Architect, LEED Accredited Professional (BD+C), and Phius Certified Passive House Consultant (CPHC). She leads the NEEP Building Energy Codes and Standards team and is the Principal Investigator for multiple projects funded by the U.S. Department of Energy.

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

**PART III: SUPPLEMENTAL INFORMATION**

NEEP is offering this assistance at a discount to their usual and customary professional service rates.

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

This is expected to be a unique service, should this need to be replicated in the future GEO will pursue a competitive bid process.

**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):

*D. Burgess*

Typed Name:

Dan Burgess

Date:

07/24/24

Signature of DAFS  
Procurement Official:

Typed Name:		Date:	
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# NEEP CT 50131 - PJF

Final Audit Report

2024-07-24

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