



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: | | Office of the Attorney General | | |
| Department Contract Administrator or Grant Coordinator: | | Summer Carter/Vivian Mikhail | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 129,914 | Advantage CT / RQS #. | CT 26A 20240328*2658 |
| CONTRACT | Proposed Start Date: | 6/12/2024 | Proposed End Date: | 12/31/2026 |
| 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: | | University of Southern Maine PO Box 9300 Portland, Maine 04104-9300 | | |
| Brief Description of Goods/Services/Grant: | | Technical program implementation support, and data analysis and reporting | | |

| 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 purpose of this Contract is to fund the University of Southern Maine's Maine Statistical Analysis Center (SAC) to support the Maine Office of the Attorney General in its implementation of traffic stop data collection and analysis pursuant to MRS Title 5, Chapter 337-D (§4751-§4755): *Profiling and Data Collection*. The new statute requires that every law enforcement agency's officers will collect traffic stop data based on an officer's observation and perception of a stopped person's race, color, ethnicity, gender, and age, as well as whether the search resulted in a warning, citation, search, and/or arrest. This is an entirely new initiative. Currently law enforcement agencies either do not collect this data, collect only some of this data, and/or do not conduct any data collection in a uniform way that lends itself to analysis that the statute also requires. The SAC's team of experts regularly conducts applied research, evaluates programs, and provides technical assistance, consultation, and organizational development services to agencies across the Maine justice system at the state, county, and local levels. Using its expertise, the SAC will support the Maine Office of the Attorney General and the State of Maine Office of Information Technology and its contractors to develop a data extraction and analysis process, summary statistics, findings and recommendations for the annual report, and a publicly accessible data dashboard. Additionally, the SAC will work with law enforcement agencies, either directly or through an Attorney General intermediary, on data quality and improvement issues to improve future data quality and ensure more future records meet eligibility criteria. This project will happen through two phases of work: June-December 2024 that centers on the development of the aforementioned processes and January 2025-December 2026 that focuses on refinement and implementation.

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

The SAC has extensive experience with exactly the type of particularized, nuanced data at issue here, as described in 1. above, which allows its team to offer informed support and consultation that will lead to the success of the initiative. Further, the SAC has unique knowledge of Maine systems and agencies that is invaluable to the construction of this new program from the ground up.

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

The contract covers a period of approximately 31 months, during which the establishment and roll-out of the wholly new program will require intensive start-up work and consultation to ensure data quality and perform analyses. The SAC is uniquely positioned to offer immediate value to this undertaking based on its specialized expertise and previous experience in this exact arena.

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

It is expected that the future need for the SAC's services will be reevaluated nearing the conclusion of the current contract period based on the needs of the program at that time and in the context of relevant and ongoing legislative work and directives.

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); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges Title 17, Chapter 101, §3104.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department’s Commissioner (or designee): |  | | |
| Typed Name: | Summer Carter | Date: | 8/20/24 |
| Signature of DAFS Procurement Official: | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small> <i>Sue H. Garcia</i> <small>E5DB92AC0F8D490...</small> </div> | | |
| Typed Name: | Sue H. Garcia | Date: | 8/30/2024 |