



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous and Tribal Populations		
Department Contract Administrator or Grant Coordinator:		Aaron J. Hooks Wayman, Operations Director		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	90R	Advantage CT / RQS # :	20250723000000000109	
Amount: (Contract)		\$ 20,000		
CONTRACT	Proposed/Original Start Date:	09/08/2025	Proposed/Most Recent End Date:	05/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maine Justice Foundation, Augusta, ME		
Brief Description of Goods/Services/Grant:		Support Permanent Comm Promote Racial Equity		

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
X	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

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<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>This contract funds a two-part restorative justice symposium series to implement recommendations from the Permanent Commission's 2025 report. These convenings will bring together practitioners, advocates, and stakeholders to strengthen the field, promote education, and inform state policy. The events are essential for advancing the Commission's racial equity mandate and supporting system-impacted communities through collaborative dialogue and planning.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.</p> <p>The provider is uniquely positioned to lead this work due to its role in co-authoring the Commission's report and its deep relationships with restorative justice practitioners and impacted communities. Their involvement ensures alignment with the original recommendations and builds on existing trust and infrastructure.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>The rate reflects typical costs for convenings of this scale and scope and is reasonable based on comparable community engagement contracts. The deliverables and timeline ensure accountability and value.</p>
<p>4. Describe the plan for future competition for the goods or services.</p> <p>If future services go beyond this specialized convening, the Commission will assess the need for an RFP or RFQ process.</p>

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

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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.

The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name:

Aaron J. Hooks Wayman

Date:

07/23/2025

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

Signature of DAFS
Procurement Official:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

8/29/2025