



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.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine Department of Corrections		
Department Contract Administrator or Grant Coordinator:		Jessica Gerrish		
(If applicable) Department Reference #:				
Agency Department Code:	03F	Advantage CT / RQS #:	20260820000000000437	
Amount: (Contract/Amendment/Grant)		\$15,350.00		
CONTRACT	Proposed/Original Start Date:	10/1/2026	Proposed/Most Recent End Date:	9/30/2027
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 Academy of Modern Music Portland, ME		
Brief Description of Goods/Services/Grant:		Musical instruction for students of Long Creek Youth Development Center, Arthur R. Gould School		

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

Residents of Long Creek Youth Development Center will benefit from receiving supplemental musical instruction provided by MAMM in several ways: First, classes will provide an additional elective class for which students can earn high school credits. Second, MAMM instructors provide education to students through curriculum that focuses on building community with students through displaying resiliency, building leadership qualities and building confidence for students to be successful in the future. Third, students will utilize music as a means of creative outlet by writing lyrics, singing, and playing musical instruments. Finally, students will develop pro-social skills and strengths that will enhance their confidence in learning other subjects and building positive relationships while at Long Creek and in their communities.

Throughout this contract, students will be scheduled during school time hours and awarded high school credit for Art or elective credits depending on Department of Education standards.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

MAMM is Maine's only nonprofit "school of rock" and the only organization offering this type of programming statewide, especially with partner organizations serving at-risk youth (LCYDC, Boys & Girls Clubs, Preble St Teen Center, etc). MAMM is uniquely suited to provide supplemental music education to residents of Long Creek Youth Development Center because they are located nearby in Portland, offer instruction in a wide range of musical activities and instruments, are willing to provide instruction inside a secure facility, have experience simultaneously working with students of all abilities, and can support students as they transition from Long Creek Youth Development Center/Arthur R Gould School to a public educational setting. MAMM has provided musical instruction to Long Creek residents prior to the COVID pandemic, and their instructors are familiar with safety procedures required in a secure learning environment.

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

The hourly rate of \$75/hour is the same rate for these services in the previous contract which has expired. This rate is comparable with other contracted educational and programming services for Long Creek Youth Development Facility. The additional funds allocated are Federal Department of Education funds and are within the allowable use of funds.

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

When the contract is up for renewal, the Department of Corrections and Long Creek Youth Development will comply with the State of Maine competitive process if/when other potential providers become available.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

DocuSigned by:

Christine Thibeault

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Typed Name:

Christine Thibeault, Assoc.
Commissioner

Date:

8/20/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

DocuSigned by:

Michael McNeil

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Typed Name:

Michael McNeil

Date:

8/25/2026

NOI 0820260624 8/25-8/31