



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:	DEP/Solid Waste		
Department Contract Administrator or Grant Coordinator:	Sherrie Kelley		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 25,000	Advantage CT / RQS #:	20220819*0538
CONTRACT	Proposed Start Date:	8/22/2022	Proposed End Date: 7/31/2023
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:	National Lead for America (Americorps)		
Brief Description of Goods/Services/Grant:	Intern for Organics Material Management		

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.

Intern will be working with DEP staff, Mark King, on organics management projects focusing on food scrap diversion, consolidated collection and processing of organics, and teaching others about the food recovery hierarchy. The intern will also be mapping food generation and processing locations along with developing a map of existing organics management infrastructure and also isolating areas in need of concentrated education and technological assistance regarding food scrap diversion and organics management.

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

Americorps intern through National Lead for America.

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

The \$25,000.00 was the suggested "Host" (DEP) contribution of the \$30,000.00 living wage. Americorps is giving the other \$5,000.00 and will also provide travel and lodging expenses for several retreats across the country for the intern that will occur throughout the next year.

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

This is the first time we are hosting an intern, and if we would like to utilize this again in the future the competition process would be similar.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Typed Name: Melanie Loyzim

Date: Aug 23, 2022

Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	9/1/2022