



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 Office of Policy Innovation and the Future		
Department Contract Administrator or Grant Coordinator:	Sarah Curran		
(If applicable) Department Reference #:	n/a		
Amount: (Contract/Amendment/Grant)	\$ 13,000	Advantage CT / RQS #:	20220907*0717
CONTRACT	Proposed Start Date:	9/1/2022	Proposed End Date: 1/31/2023
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:	Jo D. Saffair Consulting 67 Leighton Road Pownal Maine 04069		
Brief Description of Goods/Services/Grant:	Services to coordinate and support the activities of Maine state agencies related to the project, including coordinating, preparing for and facilitating meetings, synthesizing data and information, and supporting stakeholder engagement.		

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.

State law requires Maine to carbon neutrality by 2045. The state's climate action plan recommends that the state "engage in regional discussions to consider multi-state carbon programs that could support Maine's working lands and natural-resource industries, and state carbon-neutrality goals."

Through the multistate forest carbon project, Maine state agencies will engage in multistate discussions focused on the role of forest carbon sequestration inventory, accounting, and mechanisms in achieving states' statutory net zero targets.

This contract is for services to coordinate and support the activities of Maine state agencies related to the project, including coordinating, preparing for and facilitating meetings, synthesizing data and information, and supporting stakeholder engagement.

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

The vendor is uniquely qualified.

Jo. D Saffair has more than 25 years of consulting and facilitation experience, and in this role has worked extensively with NGOs, community groups, and state government on issues related to agriculture, forestry, fisheries and conservation in general. She has undertaken projects with a specific focus on climate change and demonstrates a technical understanding of how this issue impacts our communities, environment and natural resource-based economy. In addition, she has a significant track record of achievements in efficiently and effectively facilitating processes that lead to tangible outcomes. Jo. D supported the Natural Working Lands Working Group of the Maine Climate Council, including consideration of forest sequestration, as well as the Governor's Forest Carbon Task Force.

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

The Department has concluded that the cost of these services is fair and reasonable. This conclusion was reached through contacting others who have purchased similar services and confirming that the rates and costs offered by the vendor are fair and appropriate.

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

When services and expertise are available through multiple vendors, the Governor's Office of Policy Innovation and the Future will obtain these services by the most appropriate means, including a competitive process such as releasing an RFP.

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:	Hannah Pingree	Date:	9/9/22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	9/15/2022