



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 & the Future			
Department Contract Administrator or Grant Coordinator:	Greg Payne, Senior Advisor on Housing Policy			
(If applicable) Department Reference #:	n/a			
Amount: (Contract/Amendment/Grant)	\$7,162.00	Advantage CT / RQS #:	20220615*3386	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	6/1/2022	Effective Date:	8/31/2022
	Previous End Date:	8/31/2022	New End Date:	11/30/2022
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Jeff Levine, Levine Planning Strategies, LLC, Portland, ME		
Brief Description of Goods/Services/Grant:		Assist with start-up of Housing Opportunity Program at DECD, including development of LD 2003 explainer and outreach to key constituencies. Also assist with creation of new grant and technical assistance programs.		

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 checked="" 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 access expert knowledge and capacity for the Administration in the startup of the new Housing Opportunity Program established in the 2022 state legislative session. The provider will assist in finalizing guidance for municipalities on the specific zoning and land use reforms established through the passage of LD 2003. Additionally, the provider will:

- Advise on the rulemaking required or authorized by LD 2003
- Assist in the development of the grant and technical assistance programs, including the required rulemaking, with feedback from external partners such as municipalities and planners;
- Advise on what a statewide housing study should include, so as to best address statewide/regional production goals section of LD 2003; and
- Help identify key priorities for what new DECD staff should focus on over the short, medium and long terms (i.e., identify model ordinances, build out website, identify how to best operationalize ADUs and other provisions).

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

Jeff Levine, principal at Levine Planning Strategies, LLC, has been a leader in community planning and development issues in Maine and Massachusetts for 25 years. In addition to his consulting work, he is currently a member of the faculty at the Massachusetts Institute of Technology, in the Department of Urban Studies and Planning, where he lectures in planning and economic development. Prior to his current work teaching and consulting, Jeff led the planning and urban development office for the City of Portland from 2012 until 2019. Prior to that he worked as director of planning and community development in Brookline, Massachusetts. He has also been the director of transportation and long range planning in Somerville, Massachusetts, and taught graduate planning courses at Tufts University, the University of Southern Maine and the University of Massachusetts. Jeff is uniquely situated to provide key assistance to the Administration in the creation of the new Housing Opportunity Program.

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

The provider is highly qualified and the payment is based on completion of enumerated services and outcomes. The work is necessary in order to achieve timely startup of the new Housing Opportunity Program.

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

The work, originally anticipated to be completed by August 31, 2022 will require additional support by Levine Planning Strategies, LLC while DECD staff are hired and begin working in their positions. Upon the conclusion of this work in November 2022, we do not expect further consultant services to be required. Due

PART III: SUPPLEMENTAL INFORMATION

to the emergent nature of the services being provided by the vendor, if needed the contract would be amended to extend the term.

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:	9/1/22
Signature of DAFS Procurement Official:	 <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	9/19/2022