



## 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:	Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations		
Department Contract Administrator or Grant Coordinator:	Whitney A. Parrish Perry		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ <b>105,479.50</b>	Advantage CT / RQS #:	<b>20220919000000000838</b>
<b>CONTRACT</b>	Proposed Start Date:	<b>9/1/2022</b>	Proposed End Date: <b>6/30/2023</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Morgan Pottle Urquhart, Sunrise Strategies LLC, Bangor, ME		
Brief Description of Goods/Services/Grant:	The purpose of services is to support the policy and communications work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations.		

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 checked="" 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 support the work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations (“Commission”).

**The Provider will: 1) Assist the development and execution of a statewide public policy program designed to fulfill priorities and outcomes outlined in the Permanent Commission’s strategic plan, 2) advise and collaborate with representatives of all three branches of Maine government regarding policies that impact racial, Indigenous, and tribal populations, 3) advocate and build coalitions for positions regarding pending legislation that would improve the lives of racial, Indigenous, and tribal populations, 4) execute communications strategies to support the Permanent Commission’s mission and work.**

The Commission, established under Maine law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded to allow for continued growth and development, requires support in building systems and procedures the Provider has expertise in developing and executing.

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

The Commission selected this vendor as a single source hire for several reasons. Prior to contracting with the Permanent Commission, the vendor demonstrated a clear understanding and commitment to the Commission’s mission and vision, and how that relates to policy and communications. The vendor has expertise in Maine public policy, media relations, the specific types of communications needs the Commission has, and a clear understanding of state systems and expectations as a former employee of the legislative branch. In this regard, the vendor is uniquely positioned to support the Commission in ways greatly needed to achieve the Commission’s mission and charge.

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

The negotiated costs are fair and reasonable based on calculations to build equity into contracted hiring processes and are standard for most Commission contracted positions, current and forthcoming.

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



The Permanent Commission is still a new agency, and the provider has offered invaluable service to help develop the Permanent Commission. Upon review of the providers work to date for the Permanent Commission, the Permanent Commission has decided to continue working with the provider through the end of Fiscal Year 2023. At that juncture it will reassess whether this contract will remain single source, or if a Request for Proposal process will be developed.

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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:	Whitney A. Parrish Perry	Date:	09/19/2022
Signature of DAFS Procurement Official:	<small>DeeSigned by:</small>  <small>4162BA36FAF44CD...</small>		
Typed Name:	kathy Paquette	Date:	9/23/2022