



## 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:	Hunter Cropsey, Operations Director			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ +20,000.00	Advantage CT / RQS #:	20230112000000001879	
<b>CONTRACT</b>	Proposed Start Date:	<b>2/6/2023</b>	Proposed End Date:	9/1/2023
<b>AMENDMENT</b>	Original Start Date:	<b>2/6/23</b>	Effective Date:	2/6/2023
	Previous End Date:	<b>9/1/23</b>	New End Date:	12/31/2023
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Public Health Partners, LLC Topsham, ME			
Brief Description of Goods/Services/Grant:	The provider shall conduct a national environmental scan and analysis to identify models, tools, best practices, and potential consulting partners to inform the next steps in the development of the Racial Impact Assessment (RIA) initiative and Data Governance Initiative.			

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 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 Provider (Public Health Partners) will prepare the following documents to demonstrate the successful completion of the environmental scan:

- (1) a report of environmental scan results including: State-by-state description of any identified Health Equity Impact Analysis (HEIA) or Racial Impact Statement (RIS) work, at least five (5) one-on-one conversations with professionals in other states/ abroad who have experience or expertise in planning and/ or implementation of HEIA/ RIS, links to resources that may be useful in the development of the Permanent Commission’s Racial Impact Assessment (RIA) program, a summary of preliminary discussions, a summary of expertise and/or experience, and level of interest in assisting with Maine’s effort, and recommendations.
- (2) a report of secondary environmental scan results including state-by-state description of any identified programs/ processes designed to audit existing state initiatives for disparate health and racial impacts, up to five (5) one-on-one conversations with professionals in other states/ tribes who have experience or expertise in planning and/ or implementation of Racial/ Health Impact Assessments, links to Racial/ Health Impact Assessment resources that may be useful in the development of the Permanent Commission’s RIA program, a summary of preliminary discussions with potential consulting partners to include contact information, a summary of expertise and/or experience, and level of interest in assisting with Maine’s effort, and recommendations.
- (3) a Environmental Scan Synthesis Report, including: a “key” listing all identified programs by state, a discussion section identifying and explaining key findings from the program analysis, and a set of recommendations/ best practices for the Permanent Commission as it develops RIA and RIS programs in Maine
- (4) a environmental scan report on Data Governance that aligns the Provider’s research findings to the Permanent Commission’s selected Data Governance approach and offers recommendations for next steps in the Maine Data Governance program implementation.
- (5) a presentation to the Department staff, commissioners, and invited partners/ stakeholders to discuss findings and recommendations for next phase of project phase,
- (6) Initiate sub-agreements as necessary to assure the Permanent Commission has the capacity and expertise necessary to successfully conduct its work and meet its deliverables.

The Commission was established under Maine law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded in October of 2021. To support its continued growth and development, the Commission requires assistance building research systems and procedures. The goal of this short-term contract is to identify potential Racial Impact Assessment and Data Governance program models and partners which the Permanent Commission can then leverage towards Phase II of the project, whereby the Permanent Commission seeks to assemble a team of RIA and Data Governance experts to design RIA and Data Governance program that can be effectively located in Maine.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Provider has unique expertise in research related to public health research as well as a national staff and network, which will make them well suited to conducting a national/international environmental scan of HEIA/ RIS/ RIA? Data Governance programs. Moreover, the vendor has a long history of policy research in Maine that makes them well suited to research related tasks of this contract. Finally, the Provider has provided satisfactory services conducting an environmental scan to date and are therefore poised to provide the highest quality and most affordable services for this extension.

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

Negotiated rates are fair and reasonable based on what the provider typically negotiates, as well as the Department’s commitment to negotiating rates that encompass equity across relationships with like-providers.

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

The environmental scans conducted in this project are a one-time purchase needed to guide future program implementation. There is no plan to purchase similar environmental scan services in the future.

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


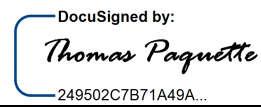
Does this request utilize ARPA/MJRP funds?

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:	Hunter Cropsey	Date:	8/30/2023
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	9/14/2023

