



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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:		Corrections/LCYDC	
Department Contract Administrator or Grant Coordinator:		Kristan Tod	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 18,240.00	Advantage CT / RQS #:	03F 20240828*433
CONTRACT	Proposed Start Date:	9/1/2024	Proposed End Date: 8/31/2025
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:		Maine Academy of Modern Music Portland, ME	
Brief Description of Goods/Services/Grant:		Musical instruction for residents of Long Creek Youth Development Center.	

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.	<p>Maine Academy of Modern Music (MAMM) will provide supplemental education to residents of Long Creek Youth Development Center including learning to play musical instruments (e.g., guitar, keyboard, and drums) and reading and composing music. Residents will benefit from receiving supplemental musical instruction provided by MAMM in several ways: First, classes will provide an additional elective class for which students can earn high school credits. Second, MAMM instructors provide education to students through curriculum that focuses on building community with students through displaying resiliency, building leadership qualities and building confidence for students to be successful in the future. Third, students will utilize music as a means of creative outlet by writing lyrics, singing, and playing musical instruments. Finally, students will develop pro-social skills and strengths that will enhance their confidence in learning other subjects and building positive relationships while at Long Creek and in their communities.</p> <p>Throughout this contract, students will be scheduled during school time hours and awarded high school credit for Art or elective credits depending on Department of Education standards.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>MAMM is uniquely suited to provide supplemental music education to residents of Long Creek Youth Development Center because they are located nearby in Portland, offer instruction in a wide range of musical activities and instruments, are willing to provide instruction inside a secure facility, have experience simultaneously working with students of all abilities, and can support students as they transition from Long Creek Youth Development Center/Arthur R Gould School to a public educational setting. MAMM has provided musical instruction to Long Creek residents prior to the COVID pandemic, and their instructors are familiar with safety procedures required in a secure learning environment.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The negotiated cost was requested by the contractor. The price is comparable with other education and programing services.</p>
4. Describe the plan for future competition for the goods or services.	<p>When the contract is up for renewal, the Department of Corrections and Long Creek Youth Development will comply with the State of Maine competitive process if/when other potential providers become available.</p>

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Christine Thibeault, Associate Commissioner	Date:	8/29/2024
Signature of DAFS Procurement Official:			
Typed Name:	Sherri Brooker	Date:	9/4/2024