



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Arts Commission	
Department Contract Administrator or Grant Coordinator:		Julie Horn	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 16650.74	Advantage CT / RQS #:	20240724000000000165
CONTRACT	Proposed Start Date:	5/1/2024	Proposed End Date: 6/30/2025
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:		Brita Wanger Morier, Alna ME	
Brief Description of Goods/Services/Grant:		To manage the State's Poetry Out Loud program	

## 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
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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.

This contract is for the Provider to manage the Poetry Out Loud (POL) program for the Maine Arts Commission (MAC). POL is a national arts education program, and its implementation is a requirement to fulfill MAC’s annual federal grant from the National Endowment for the Arts. Currently the MAC does not have the staff capacity to manage this program.

The Provider shall manage the program starting in Sept 2024 through June 2025 which includes:  
 Working with teachers, schools, students, judges, and performance venues.  
 Producing four poetry recitation events across the State.  
 Contacting schools to recruit their registration into the program.  
 Provide schools and teachers proper POL resources.  
 Developing partnerships with libraries and nonprofits to for community outreach in support of the program.  
 Chose and order physical awards to be presented to students.  
 Research and determine 6 judges for final competitions and coordinate their specific training.  
 Work with MAC communications director for marketing of the program.  
 Produce three regional and one State final competitions.  
 Coordinate a live webcast of the State final competition.  
 Attend the National Poetry Out Loud competition in Washington, DC with Maine student finalist.

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

Brita Wanger was selected based on her previous experience with the Poetry Out Loud program. Wanger is the former Performance Director for the MAC and coordinated all the elements of POL from 2020-2024 program. She is knowledgeable of the budget, expenses, participating schools, and rules and requirements as set forth by the National Endowment for the Arts. She also has several years’ experience producing major televised show’s including Managing Late Night and Specials Programming for the National Broadcasting Company (NBC).

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

\$12,000 represents approx. 400 hours at a \$32/hour rate (their professional fee)  
 \$2,000 for travel costs to coordinate four events around the State.  
 \$2,650.74 for travel and hotel costs for the trip to Washington, DC.

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

In the future the Maine Arts Commission will review if the staff has capacity to manage this program itself. If they are unable, MAC will reach out to qualified individuals for interest and use the proper State procurement process for a contract.

**PART III: SUPPLEMENTAL INFORMATION**

**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.

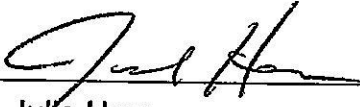
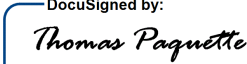
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Julie Horn	Date:	8/26/2024
Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	9/25/2024