



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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, Assistant Director		
(If applicable) Department Reference #:				
Agency Department Code:	94W	Advantage CT / RQS #:	20250910000000000419	
Amount: (Contract/Amendment/Grant)		\$22,500		
CONTRACT	Proposed/Original Start Date:		Proposed/Most Recent End Date:	
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	7/1/2025	Grant Start Date:	7/1/2025
	Project End Date:	6/30/2026	Grant End Date:	6/30/2026
Vendor/Provider/Grantee Name, City, State:		Cultural Resources Inc		
Brief Description of Goods/Services/Grant:		Manage the Traditional Arts Apprentice 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 checked="" 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. Higher Education 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.

This grant will provide support for professionally-directed programs that serve the state's folk and traditional arts heritage. Cultural Resources will serve as the state's official folk arts partner working on administering the following Traditional Arts programs:

- Co-administration of Traditional Arts Network
- Organizing an annual immigrant artists' gathering
- Awarding 5 National Endowment for the Arts funded Traditional Arts Apprenticeships.
- Organizing a meeting of participating apprenticeship artists
- Documenting traditional arts apprenticeships

In addition, Cultural Resources will write the Folk Arts section to the National Endowment for the Arts Partnership Grant and prepare all final reports. Cultural Resources will also oversee Traditional Arts applications to the Maine Arts Commission's grant programs including project & organizational applications and fellowship applications.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Cultural Resources has been recognized as the Traditional Arts partnership organization in Maine by the National Endowment for the Arts. Cultural Resources focuses on folklife, traditional arts and new immigrant populations by providing fieldwork and community organizing resulting in the development of a range of public programs that helps sustain traditional cultures. The executive director, Kathleen Mundell has extensive knowledge in the field and is the recipient of the American Folklore Society's Benjamin A. Botkin Prize for lifetime achievement in public folklore. Her collaboration with Wabanaki basket makers resulted in a multi-tribal effort to preserve the ash basketry tradition and in the creation of the Maine Indian Basketmakers Alliance. Cultural Resources must submit a grant application through our online application portal. It will be discussed, evaluated, and approved by the Maine Arts Commission's board.

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

Cultural Resources will provide payment to participating traditional artist participants for five apprenticeships \$3,000 per apprenticeship totaling \$15,000.

Cultural Resources will also write the traditional arts section of the Maine Arts Commission's application to the National Endowment for the Arts and will be paid for the administration of the traditional arts partnership program listed in Part III which is approximately 350 hours spent over 6 months at a rate of \$50 and hour totaling \$17,500.

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

The Maine Arts Commission will continue to work with Cultural Resources as they are the traditional arts organization designated by the National Endowment for the Arts partnership agreement. This partnership funding is required as part of the Maine Arts Commission's annual grant award which is received from the National Endowment for the Arts.

In addition, Cultural Resources will administer the Traditional Arts Apprenticeship program and provide direct payment to participating artists for five apprenticeships.

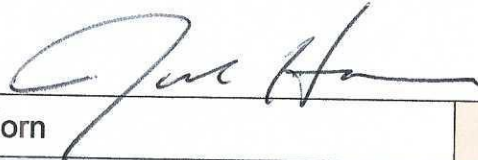
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name: Julie Horn

Date: 9/22/2025

2. Additional signature required **ONLY** if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:

DocuSigned by:



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Typed Name:

Thomas Paquette

Date:

9/25/2025