



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

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.

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous and Tribal Populations		
Department Contract Administrator or Grant Coordinator:		Aaron J. Hooks Wayman		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	90R	Advantage CT:	20260902000000000549	
Amount: (Contract/Amendment/Grant)		\$13,000.00		
CONTRACT	Proposed/Original Start Date:	09/15/2026	Proposed/Most Recent End Date:	02/28/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Southern Maine (Data Innovation Project), Portland, ME		
Brief Description of Goods/Services/Grant:		Evidence-based evaluation of Phase II Wabanaki REACH trainings provided to State staff and leaders, including survey analysis, five virtual focus groups, a slide deck presentation, and a summary findings report.		

Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed

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☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	L. Other Authorization

Please respond to ALL of the questions in the following sections.

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 secures an evidence-based evaluation of the second phase (July 2025–June 2026) of training provided to state leaders through a collaboration between the Permanent Commission and Wabanaki REACH 1 . The Data Innovation Project (DIP) will analyze survey responses, facilitate up to five focus groups, deliver a slide deck, and produce a brief report at the close of the contract.
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. This project directly advances Recommendation 11 of the Maine Wabanaki-State Child Welfare Truth and Reconciliation Commission. Wabanaki REACH specifically requested DIP as their preferred evaluation partner due to DIP's extensive experience and trusted relationships in Wabanaki communities. Given historical distrust between Wabanaki communities and state government, partnering with an evaluation vendor endorsed by community leadership is critical to maintaining trust and authentic engagement, justifying a sole-source contract.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. The budget aligns with standard institutional project rates, and the costs are reasonable and appropriate for the specialized evaluation services provided.
4. Describe the plan for future competition for the goods or services. Completion of this effort will help clarify future evaluation needs, and any subsequent evaluation services required by the Commission will be assessed for competitive procurement opportunities.

Does this request utilize ARPA/MJRP funds?
☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
X No – If No, proceed to Part V.

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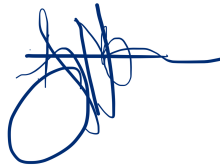
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

X 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.

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: Aaron J. Hooks Wayman
Operations Director

Date: 09/03/2026

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:
Thomas Paquette
249502C7B71A49A...

Typed Name: Thomas Paquette

Date: 9/14/2026