



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.

PART I: OVERVIEW

Department Office/Division/Program:	Maine Arts Commission			
Department Contract Administrator or Grant Coordinator:	Julie Horn			
(If applicable) Department Reference #:				
Agency Department Code:	94W	Advantage CT / RQS #:	20260902000000000547	
Amount: (Contract/Amendment/Grant)	\$11,000			
CONTRACT	Proposed/Original Start Date:		Proposed/Most Recent End Date:	
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	7/1/2026	Grant Start Date:	7/1/2026
	Project End Date:	6/30/2027	Grant End Date:	6/30/2027
Vendor/Provider/Grantee Name, City, State:		Maine Humanities Council, Portland ME		
Brief Description of Goods/Services/Grant:		Maine Humanities Council for administration help with 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.)

☐	A. Competitive Process	☒	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	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.

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 Maine Arts Commission receives a federal grant each year from the National Endowment to administer the National Poetry Out Loud competition for high school students across the entire state. This year the NEA gave MAC \$25,000 to produce it.

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.

The Maine Humanities Council is a statewide non-profit organization, focused on humanities areas such as literature and performing arts. Their programs include the Maine Poetry Express and Read ME. MHC was identified as a good partner because they align with the POL program which encourages the study of great poetry through educational materials and is a dynamic recitation competition for high school students. This program helps students learn about literary history and contemporary life. Poetry Out Loud is also part of a partnership of the National Endowment for the Arts, Poetry Foundation, and the state and jurisdictional arts agencies.

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

The provider has received estimates for the following costs and will coordinate with the POL manager to organize the program and manage payments of the following:

Finals & Regionals Judges -\$2,800
 Regional & State Accuracy Judge-\$1,200
 American Awards-\$500
 Regional & Finals Emcee -\$600
 Finals Venue-\$800
 Southern Regional Venue -\$500.00
 Central Regional Venue -\$700.00
 Northern Regional Venue-\$200.00
 Northern Region Family Finals travel-\$350
 POL printing -\$550
 Live Stream Broadcast- \$1,500
 Coaching- \$300
 They will also receive -\$1,000 in admin charges

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

The Maine Arts Commission will continue to work with the Maine Humanities Council in a partnership specific to this program.

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) or (026) – 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:

9/2/2026

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:

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Typed Name:

Thomas Paquette

Date:

9/14/2026

