



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:	Permanent Commission on the Status of Racial, Indigenous and Tribal Populations (PCRITP)			
Department Contract Administrator or Grant Coordinator:	Aaron J. Hooks Wayman, Operations Director			
(If applicable) Department Reference #:	N/A			
Agency Department Code:	90R	Advantage CT #:	20260916000000000632	
Amount: (Contract/Amendment/Grant)	\$ 28,800.00			
CONTRACT	Proposed/Original Start Date:	10/01/2026	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:	Cross Cultural Community Services, Portland, ME (VC0000164712)			
Brief Description of Goods/Services/Grant:	Partner with Cross Cultural Community Services to coordinate, facilitate, and transcribe qualitative focus groups with historically underrepresented communities regarding housing instability in Maine.			

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

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☐	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.	
This contract funds a series of qualitative focus groups to analyze how housing instability impacts communities of color in Maine. While statewide survey data provides broad insights, historically underrepresented populations are often missed in aggregated datasets. This supplemental research directly fulfills the Permanent Commission's statutory duty to research disadvantaged racial, Indigenous, and Tribal populations (5 MRSA §25007) and supports Goal 1.1 of its 2026–2030 strategic plan.	
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.	
Cross Cultural Community Services (CCCS) was selected as a single-source provider due to its established community trust and specialized cultural and linguistic capacity. Early outreach by Commission staff indicated community hesitancy toward state-led data collection due to historical distrust. CCCS possesses the specific cultural relationships, multi-lingual facilitation capabilities (including Arabic, French, and Somali), and community ties required to effectively engage these focus group participants.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The overall cost reflects fair market rates for multi-lingual community facilitation, research operations, and translation services. The budget directly covers staff time for project coordination, bi-lingual focus group leadership, audio transcription and translation, venue logistics, and direct participant stipends across the project lifecycle.	
4. Describe the plan for future competition for the goods or services.	
Single-source procurement is necessary here due to unique community trust requirements. For future research initiatives requiring qualitative data collection, the Permanent Commission will continually re-evaluate whether competitive bidding is feasible as vendor options and outreach capacity expand.	

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:

Aaron J. Hooks Wayman
Operations Director

Date:

09/18/2026

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:

9/24/2026