



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 #:	20260804000000000305
Amount: (Contract/Amendment/Grant)	\$10,250		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2026 6/30/2027
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:		Lifetime Arts Inc,	
Brief Description of Goods/Services/Grant:		Provide Creative Aging training services to professionals and teaching artists.	

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.

Creative aging training services provide professionals and teaching artists with the evidence-based methods needed to design inclusive, skill-building arts programs that measurably improve older adults' health and social well-being. Maine has the oldest aging population in the country and data shows that older adults involved in regular creative activities, are 20% less likely to experience depression during or long after the program. Structured arts classes build local friendships, create strong social connections, and decrease loneliness. Frequent engagement in community-based cultural activities reduces overall hospital visits, nursing home stays, and needs for routine medical care. Training explicitly addresses implicit ageism and promotes asset-based, anti-ableist teaching methods rather than deficit-based approaches

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.

Our grant award of \$77,500 from the National Assembly of State Arts Agencies (NASAA) is specifically for expanding state-level arts learning programs for older adults. Lifetime Art is the training vendor of choice recommended by NASAA and E.A. Michelson Philanthropy and is the nation's leading trainer of Creative Aging with 17 years of experience in the creative aging field.

NASAA states: *Organizations like [Lifetime Arts](#) provide nationally recognized frameworks (such as [Creative Aging Foundations Training](#)) to teach adult learning principles and sequential skill-building. With Regional initiatives like [Creative Aging Maine](#). They professionally bundle foundational training with local community strategies to expand state workforce capabilities.*

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

Lifetime Arts will provide 25 Maine teaching artists with the direct support & training services required for Creative Aging Maine certification. The training will consist of 6 hours of virtual classroom hours for 25 students (\$410 per student). Administrative costs for the program are also included.

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

There is no plan for future competition as this is a one-time grant award from NASAA to complete the 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: 8/6/2026

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:

9/28/2026