



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

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine Commission for Community Service		
Department Contract Administrator or Grant Coordinator:		Maryalice Crofton		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)		\$ 10,000	Advantage CT / RQS #:	CT20230911*0708
CONTRACT	Proposed Start Date:	9/25/2023	Proposed End Date:	3/31/2024
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		American Association of State Service Commissions dba America's Service Commissions, Washington, DC		
Brief Description of Goods/Services/Grant:		Work with the Commission on developing state service plan taking into account major transitions in state commission environment.		

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 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. University 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.

The Commission is required by state and federal law to develop a strategic state service plan every 3 years. The plan must have broad public input and take into account pending changes in the state service environment. The board has determined that engaging an unbiased service leadership organization for the first phases would be the best approach.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The consultant is the national association of state service commissions with a specialized understanding of both commission operations across the country, strategic planning, state service plans, and the federal as well as sector changes underway. The commission has worked with consultants unfamiliar with national service when developing past plans. The time spent educating the consultants ate up a significant amount of time in the contract and they seek to use all the time under this contract for planning activities.

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

The funding was budgeted in the Commission federal grant application and approved. The costs were negotiated by having the vendor submit a scope of work with costs per activity. The scope of work was reviewed by the board and some non-essential elements were eliminated to bring the cost in line with funds available. The final amount is \$750 per day plus travel to Maine.

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

The next cycle for planning would be 2027 and the Commission would determine the need for external support as preparation occurs. If the goals require general external support, a search/competition will occur.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Typed Name:

Daniel Chuhta, Deputy Commissioner

Date:

9/19/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle Fournier

Typed Name:

Michelle Fournier
066BDB96EE5347E

Date:

10/5/2023

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Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
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