

**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:		Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations		
Department Contract Administrator or Grant Coordinator:		Hunter Cropsey, Operations Director		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 35,000.00	Advantage CT / RQS #:	20231024000000001212
CONTRACT	Proposed Start Date:	10/30/2023	Proposed End Date:	6/30/2024
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:		Wabanaki Public Health and Wellness Bangor, ME		
Brief Description of Goods/Services/Grant:		To explore creative community engagement methods with populations the State experiences difficulties engaging, to deepen connection with the Provider and build trust with Indigenous and tribal communities, and to invest directly in Indigenous and tribal communities that have experienced/continue to experience disparities exacerbated by COVID.		

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 checked="" 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 purpose of this contract is to explore creative community engagement methods with populations the State experiences difficulties engaging, to deepen connection with the Provider, to build trust with Indigenous and tribal communities, and to invest directly in Indigenous and tribal communities that have experienced/continue to experience disparities exacerbated by COVID. The Provider shall forward two community engagement strategies that bring support, culture, community, and awareness to Indigenous and Tribal populations: (1) a Missing and Murdered Indigenous Women 5k Race, and (2) a Prison Connection and Engagement event series. The Provider shall report back to the Department regarding both engagement strategies, including performance indicators such as: number of people in attendance, event observations, challenges experienced by participants, feedback from participants, successes and challenges with the series generally, and recommendations for continuing Wabanaki community engagement.

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

The Provider was selected as a sole source because of their unique expertise relevant to the contract deliverables. The Provider is a Community Based Organization (CBO) representative of and serving all four federally recognized Wabanaki tribes. They have a history of providing community driven, culturally centered public health and social to all Wabanaki communities. Their health-focused mission and programming makes them well equipped to engage Indigenous and tribal community members effectively and sensitively in discussions regarding social determinants of health and community health more generally. Perhaps most importantly, they are well known and trusted within Wabanaki communities. Given the representativeness of the CBO, their historical experience providing services to the Indigenous and tribal communities, their experience researching and engaging in discussions of health, and their high level of Indigenous/ tribal community trust, the Provider is uniquely suited to successfully execute the community engagement strategies of this contract.

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

The negotiated costs represent market rate for culturally appropriate community engagement services. These costs have been negotiated with the Permanent Commission.

PART III: SUPPLEMENTAL INFORMATION

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

This is a pilot community engagement strategy designed to identify new methods for engaging populations that are historically difficult for the state to connect with. Given the exploratory nature of this effort, the Department is not sure whether engagement will be successful in this format, and therefore may not elect to continue through future contract opportunities.

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


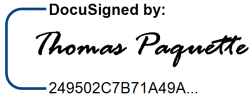
Does this request utilize ARPA/MJRP funds?

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:	Hunter Cropsey, Operations Director	Date:	10/25/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	10/31/2023