



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:		Governor's Office of Policy Innovation and the Future	
Department Contract Administrator or Grant Coordinator:		Brian Ambrette, brian.ambrette@maine.gov 207-707-2190	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 47,021.24	Advantage CT / RQS #: 20231030*1237
CONTRACT	Proposed Start Date:	9/18/2023	Proposed End Date: 8/1/2024
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:		The Nature Conservancy in Maine 14 Maine Street, Suite 401, Brunswick, Maine 04011	
Brief Description of Goods/Services/Grant:		Services to improve the delivery and program evaluation of the Community Resilience Partnership.	

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.

In 2021 Governor Mills launched the Community Resilience Partnership (CRP) to enhance community climate mitigation and resilience through equitable grant funding and support to municipalities and tribal governments.

This scope of work evaluates the impact of the first two years of the CRP program. The project will 1) update the Maine Social Vulnerability Index (MSVI), one of the program's key equity indicators; 2) perform an equity assessment of grant distribution using the MSVI and other criteria; and 3) examine the programmatic impact to date of the CRP in Maine.

The findings and recommendations will provide valuable insights for program improvement and guide future decision-making. The project addresses the overarching goals of the Community Resilience Partnership to provide equitable support to municipal and Tribal governments and unorganized territories in Maine to identify and implement actions to reduce carbon emissions, transition to clean energy, and become more resilient to the impacts of climate change.

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

The vendor's project team developed the original Maine Social Vulnerability Index (MSVI) and thus has both uniquely relevant experience and access to the original methodology and data sources required to carry out an update to the MSVI.

Additionally, the vendor's project team has previous relevant experience evaluating the Keep Maine Healthy grant program in 2020, a state grant program that similarly addressed community vulnerability and resilience. More generally, the project team has extensive knowledge and experience in community resilience practices, facilitation, measurement, and evaluation.

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

The department has concluded that the cost of these services is fair and reasonable. The costs are in line with costs for similar deliverables in other GOPIF contracts in different subject areas.

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

When services and expertise are available through multiple vendors, the Governor's Office of Policy Innovation and the Future will obtain these services by the most appropriate means, including a competitive process such as releasing an RFP.

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:

Hannah Pingree, GOPIF director

Date:

10/3/2023

Signature of DAFS
Procurement Official:

DocuSigned by:



Typed Name:

41C2BA36FAF44CD
Kathy Paquette

Date:

10/31/2023