



## 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 Arts Commission		
Department Contract Administrator or Grant Coordinator:	Julie Horn		
(If applicable) Department Reference #:	94W		
Amount: (Contract/Amendment/Grant)	\$ \$10,000	Advantage CT / RQS #:	20221115000000001360
<b>CONTRACT</b>	Proposed Start Date:	<b>9/1/2022</b>	Proposed End Date: 6/30/2023
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Diane Mataraza, St Augustine FL		
Brief Description of Goods/Services/Grant:	For written draft of the Maine Arts Commission's strategic plan		

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.

This contract is for the provider to fulfill the last part of a three-step process for developing a Cultural Plan for the State of Maine as a requirement to receive our annual federal grant from the National Endowment for the Arts:

PART ONE: Prepare a revised planning process in the aftermath of COVID (COMPLETED)

PART TWO: Assess Commission reach, relevance, diversity, equity & inclusion with a wider lens. (COMPLETED).

**PART THREE: Deliver a draft plan based on reposition the Commission to better serve, fund, and influence cultural development in every community**

The contractor will deliver the following for PART THREE:

- 1) Draft 1 written: Provider will prepare the first draft based on work sessions with staff /plan leaders to vet and improve. Work session will include data gathered to support recommendations.
- 2) Draft 2 submitted to the Commission for discussion and improvements. Presentation will include data gathered to support recommendations.
- 3) Draft 3 will be the final draft for Commission approval.

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

Diane Mataraza (Mataraza Consulting) began the process of creating the cultural plan with us in 2020, however due to COVID she was unable to gather enough data from public gatherings and input to complete the assessment which is essential to the plan. We began the process again with her in 2022 to continue gathering field and public inputs to complete the draft version of the plan to be approved by the Commission board in early December 2022.

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

The vendor charges \$150/hour and estimates that it could take them between 75-100 hrs to complete. However, we agreed upon a flat rate for this service since a definitive amount of time needed is not known.

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

When the cultural plan is completed there will be no need for this type of service.

### 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:	Julie Horn, Assistant Director	Date: 10/21/2022

Signature of DAFS Procurement Official:	DocuSigned by: 	
Typed Name:	41C2BA36FAF44CD... Kathy Paquette	Date: 11/16/2022