



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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.

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous and Tribal Populations		
Department Contract Administrator or Grant Coordinator:		Aaron J. Hooks Wayman		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7,000	Advantage CT / RQS #:	2024103000000001121	
CONTRACT	Proposed Start Date:	11/15/2024	Proposed End Date:	06/30/2024
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:		Black Travel Maine, Inc % Bricks Coworking 10 Water Street #110 Waterville, ME 04901		
Brief Description of Goods/Services/Grant:		This provider program is an opportunity for Community Based Organizations (CBOs) to address racial, ethnic, and tribal disparities by implementing a program or initiative that increases social capital in historically marginalized communities.		

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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.

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>The provider will provide educational walking tours, connecting Maine communities to understand the historical struggles and contributions of Black individuals, contributing to a more inclusive mindset and encouraging positive social change. The service from this provider supports the mission and vision of the Permanent Commission.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p> <p>The Provider set itself apart as an entity unique in its breadth of content expertise, as well as its connections to other like-entities that can provide a robust, throughout the project duration..</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>Negotiated rates are fair and reasonable based on what the provider typically negotiates, as well as the Department's commitment to negotiating rates that encompass equity across relationships with like-providers.</p>
<p>4. Describe the plan for future competition for the goods or services.</p> <p>The Permanent Commission has decided that in March, 2022, it will reassess if this contract will remain single source, or if a Request for Proposal process will be developed. The Permanent Commission has given itself one year to decide how permanent structures and staffing will develop and finalize.</p>

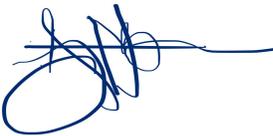
Does this request utilize ARPA/MJRP funds?

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<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

The signatures below indicate approval of this procurement request.			
Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Aaron J. Hooks Wayman Operations Director, PCRITP	Date:	11/1/2024
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	11/27/2024