



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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 #:	20241030000000001121	
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.			

Procurement Justification Form (PJF)

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
X	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.

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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.

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

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..

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

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.

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

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.

Does this request utilize ARPA/MJRP funds?

Procurement Justification Form (PJF)

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ **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:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

11/27/2024