



## 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.*

Department Office/Division/Program:		Permanent Commission on the Status of Racial, Indigenous, And Tribal Populations		
Department Contract Administrator or Grant Coordinator:		Whitney A. Parrish		
(If applicable) Department Reference #:		90R		
Amount: (Contract/Amendment/Grant )	\$ 115,000	Advantage CT / RQS #:	20211117000000001240	
<b>CONTRACT</b>	Proposed Start Date:	July 1, 2021	Proposed End Date:	June 30, 2022
<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:		Carol Kelly, Portland, Maine		
Brief Description of Goods/Services/Grant:		The purpose of services is to support the work of the Permanent Commission on the Status of Racial, Indigenous, and Tribal Populations through technical assistance, facilitation, establishment of systems, etc.		

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

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<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 assist the Permanent Commission ("Commission") in 1) assisting in the establishment of systems, structures, and staffing to carry out duties and initiatives of the Commission; 2) assist the Commission in its initial strategic planning and in establishing an ongoing assessment, planning, and implementation cycle for its work; and 3) Initiate sub-agreements as necessary to assure the Permanent Commission has the capacity and expertise necessary to successfully conduct its work and meet deliverables.</p> <p>The Commission, established under Maine law in 2019 (P.L. 2019, ch. 457, § 2.) and recently funded to allow for continued growth and development, requires support in building systems and procedures the Provider has expertise in developing.</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 Commission selected this vendor as a single source hire for a number of reasons. Prior to this contract, the vendor provided pro bono technical support and designed a methodology for the Commission's work with the State Legislature in 2020, thereby setting themselves apart as a sole source for understanding the Commission's purpose, mission, and the ways in which it would articulate that operationally. The vendor stepped up at a time of immediate need, in response to the murder of George Floyd and the ongoing devastation of the COVID-19 pandemic, and committed an enormous amount of time to support production of a report requested by the legislature, at no cost. The vendor has proven its commitment to this work as distinctive among nonprofits by volunteering their expertise at a time when the Permanent Commission had no capacity to do this necessary work. The spirit in which the vendor operates and executes its work is in alignment with the values and expected work outcomes of the Commission, and because of the nature of the subject matter, set itself apart as an entity with the necessary cultural competency and lens needed to conduct work related to racial disparities and eliminating them.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>
<p>The vendor's typical rate is much higher than the rate the vendor has offered. This rate was offered given the vendor's commitment to racial justice and the work of the Commission. Given this and the above justification, the vendor set itself apart as responsive to the needs of the Commission and racial justice work generally.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>

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The Permanent Commission has decided at the end of the fiscal year (FY22), 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.

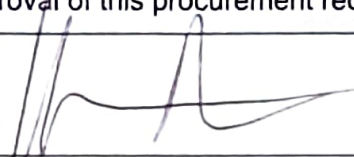
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):



Typed Name:

Whitney A. Parrish

Date:

11/19/2021

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Kathy Paquette*  
41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

12/6/2021