



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)	\$ 40,000	Advantage CT / RQS #:	20211122000000001263
CONTRACT	Proposed Start Date:	11/22/21	Proposed End Date: 08/31/22
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:		University of Maine System, Portland, ME	
Brief Description of Goods/Services/Grant:		The purpose of services is to support the goals of the Department by providing training, technical assistance, 1:1 coaching, and resources to its commission members, working groups and paid staff pertaining to various aspects of applied research and evaluation.	

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.

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 assist the Permanent Commission ("the Department") by: 1) introducing and reviewing the types of support and services available to the Department, 2) offering a training for the Commissioners on evaluation and research basics, 3) providing up to two more workshops to the Department members, 4) remaining available as needed to provide individual coaching and technical assistance to commissioners and staff on an ongoing basis, and 5) providing coaching and support to paid commission staff around evaluation and performance measures, specifically with the goal of helping develop an approach for the Department to report on program progress and impact.

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

The Department selected this vendor as a single source hire because the vendor houses a clear institutional capacity to develop high quality trainings, resources, and other educational materials in a short timeframe. Given the constraints posed by forthcoming reporting deadlines to the legislature, the Department must rapidly establish a partnership and begin trainings that allow commissioners, staff, and contracted subject matter experts to carry out their respective roles to the highest and best quality possible.

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 Department has decided that in August, 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.

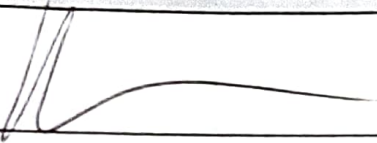
Does this request utilize ARPAMJRP funds?

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

No – If No, proceed to Part V.

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The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Whitney A. Parrish	Date:	11/19/21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	12/6/2021