



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)		\$ 46,786	Advantage CT / RQS #:	20211122000000001265	
CONTRACT	Proposed Start Date:	11/11/2021	Proposed End Date:	3/01/2022	
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:		Maine Women's Lobby Education Fund; Augusta, Maine			
Brief Description of Goods/Services/Grant:		Coordination for research and community engagement to develop a legislative report (LD 1113/Resolve 71) regarding disparate prenatal health access for Black, Indigenous, and Persons of Color (BIPOC) populations.			

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		

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<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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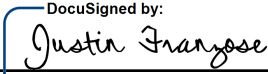
Please respond to ALL of the questions in the following sections.

<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 shall work with the department for all steps of the project to: Identify members of an advisory committee made up primarily of or for BIPOC (Black, Indigenous, and Persons of Color) populations; identify a research partner; coordinate community conversations with advisory group members to develop qualitative reports and information; identify other relevant available information; convene the advisory group to review all research and materials to develop a final report to the legislature; draft and present the final report to the department, for their presentation to the Legislature.</p> <p>The Department, as named in LD 1113/Resolve 71, has contracted with the provider for 1) content expertise, and 2) need for capacity expansion.</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, thorough product.</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>

<p>Does this request utilize ARPA/MJRP funds?</p> <p><input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).</p> <p><input checked="" type="checkbox"/> No – If No, proceed to Part V.</p>
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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:	12/7/2021
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	12/8/2021