



## 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.*

PART I: OVERVIEW			
Department Office/Division/Program:	DOC/ JJAG		
Department Contract Administrator or Grant Coordinator:	Linda Barry Potter		
(If applicable) Department Reference #:	NA		
Amount: (Contract/Amendment/Grant)	\$ 6,100.00	Advantage CT / RQS #:	CT 03A 20221201*1523
<b>CONTRACT</b>	Proposed Start Date:	<b>12/1/2022</b>	Proposed End Date: <b>3/15/2023</b>
<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:		Aroostook Band of Mi'kmaq, 7 Northern Road, Presque Isle, ME 04769	
Brief Description of Goods/Services/Grant:		Paying for airfare, hotel, and cultural enrichment activities.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input checked="" 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.

**PART III: SUPPLEMENTAL INFORMATION**

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

This grant was approved by the JJAG Board to provide the money for 2 youth and 2 adults who are members of the Youth Tribal Council and the Adult Tribal Council respectively to attend The Indian Youth Summit in San Diego CA. This contract also holds the per diem costs of 4 Mi'kmaq tribal members. This gives them the opportunity to meet with and learn from other tribal members from across the US. It is anticipated they will bring ideas back to their tribes on wellness courts, after school programing, cultural enrichment programing and apply them to their tribe as appropriate.

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

This contract is granted to the Mi'kmaq ribes of Maine for its tribal members to access The Youth Tribal Summit.

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

The costs are deemed fair and reasonable they are based on the State per diem rates and hotel cost rate. Airfare was compared across three companies.

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

There will be no future goods or services.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**


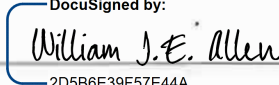
Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Christine Thibeault	Date: 12/2/2022
Signature of DAFS Procurement Official:	DocuSigned by: 	
Typed Name:	2D5B6E39F57E44A... william J.E. Allen	Date: 12/7/2022

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