



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
Table with 4 columns and 10 rows containing procurement details such as Department Office/Division/Program (Maine Arts Commission), Amount (\$13,500), Proposed Start Date (10/1/2023), and Vendor/Provider/Grantee Name (Brita Wanger Morier, Alna ME).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C (Single Source/Unique Vendor) checked.

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 contract is for the Provider to manage the Poetry Out Loud (POL) program for the Maine Arts Commission (MAC). POL is a national arts education program, and its implementation is a requirement to fulfill the MAC's annual federal grant from the National Endowment for the Arts. Currently the MAC does not have the staff capacity to manage this program.

The Provider shall manage the program starting in October 2023 through June 2024 which includes working with teachers, schools, students, judges, and performance venues.

The Provider will produce four poetry recitation events across the State.

Contact schools to recruit their registration into the program.

Provide schools and teachers proper POL resources.

Developing partnerships with libraries and nonprofits to for community outreach in support of the program.

Chose and order physical awards to be presented to students.

Research and determine 6 judges for final competitions and coordinate their specific training.

Work with MAC communications director for marketing of the program.

Produce three regional and one State final competitions.

Coordinate a live webcast of the State final competition.

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

Brita Wanger was selected based on her previous experience with the Poetry Out Loud program. Wanger is the former Performance Director for the MAC and coordinated all the elements of the 2020 program. She is knowledgeable of the budget, expenses, participating schools, and rules and requirements as set forth by the National Endowment for the Arts. She also has several years' experience producing major televised show's including Managing Late Night and Specials Programming for the National Broadcasting Company (NBC).

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

The \$13,500 represents approx. 400 hours at a \$32/hour rate (their professional fee) and \$700 for travel to coordinate four events around the State.

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

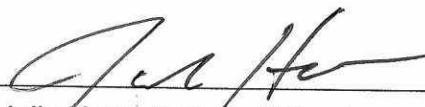

In the future the Maine Arts Commission will review if the staff has capacity to manage this program itself. If they are unable, MAC will reach out to qualified individuals for interest and use the proper State procurement process for a contract.

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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:	Julie Horn, Assistant Director	Date: 10/26/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 	
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date: 12/1/2023