



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:		Permanent Commission on the status of Racial, Indigenous, and Tribal Populations	
Department Contract Administrator or Grant Coordinator:		Hunter Cropsey, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 6,500.00	Advantage CT / RQS #: 2023113000000001531
CONTRACT	Proposed Start Date:	1/15/2024	Proposed End Date: 5/31/2024
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:		Wayfinder Studio, LLC Cassville, NY	
Brief Description of Goods/Services/Grant:		To explore and compile relevant spatial datasets, such as Census data and school enrollments, to understand population distribution of diverse communities across Maine.	

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 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.

The purpose of this contract is to explore and compile relevant spatial datasets, such as Census data and school enrollments, to understand population distribution of diverse communities across Maine. This contract works in service of the Permanent Commission's statutory duty (5 MRSA §25007) to carry out research necessary to determine the status of historically disadvantaged racial, Indigenous, and tribal populations, by supporting the Permanent Commission in developing its understanding of where diverse communities in Maine are located.

The Provider shall: (1) Explore, compile, and manipulate population-related datasets to help visualize and understand the distribution of diverse communities in Maine; develop recommendations to the Permanent Commission's Research Coordinator for "diverse community" definitions based on information from available datasets; (2) Compile environmental and other relevant datasets to be used in a webmap; develop recommendations to the Permanent Commission's Research Coordinator for "environmental and other relevant datasets" to be included in a webmap; (3) Create an ArcGIS Online map that combines population and environmental data into an easy to use map viewer tool that can be used both internally and publicly; (4) Share GIS data created during the process for use in future project.

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

The Department has selected this vendor as a sole source hire for several reasons. Exploring, analyzing, and developing high quality data analysis and mapping materials, framed for storytelling and public consumption, requires a high degree of experience. Additionally, to be successful, the project requires a provider that is well versed in both Maine's local context and research methods for examining the often-sensitive topic of racial and ethnic disparity.

The provider selected meets all these criteria. They have significant previous work experience within Maine as well as experience mapping Maine-based data related to race/ ethnic disparity and social determinants of health. Mapping requires a great deal of local knowledge and strong personal judgement; through their previous work, the provider is well positioned to be successful producing mapping material the Permanent Commission is looking for. The Provider also can both provide map construction services and interactive public facing data visualization/ storytelling services. Through market research, the Permanent Commission was unable to identify other providers able to do both map construction and interactive platform/ storytelling development. Furthermore, the Provider has a Maine based illustrator to support high quality data visualization and public facing materials that will be relevant and accessible to Mainers. Finally, the Provider has clear organizational alignment with the Permanent Commission's mission to end systemic racism through reducing disparities experienced by historically marginalized racial, Indigenous, and tribal Populations in Maine. Mission alignment is critical to the success of the project.

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

The negotiated costs are fair and reasonable based on market research conducted by the Permanent Commission for like data analytics services.

PART III: SUPPLEMENTAL INFORMATION

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

The Permanent Commission is developing a long term "Mapping Maine's Diversity" project, which will be led by internal staff. This contract serves as a one-time expense necessary to develop foundational spatial datasets upon which internal staff can layer additional qualitative and quantitative data over time.

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

Does this request utilize ARPA/MJRP funds?

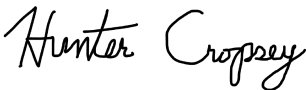

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:	Hunter Cropsey, Operations Director	Date:	12/6/23
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	12/7/2023