



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 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:		Aaron J. Hooks Wayman			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 10,000	Advantage CT / RQS #:		20241104000000001160
CONTRACT	Proposed Start Date:	12/01/2024	Proposed End Date:	06/30/2024	
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:		MAINE COAST HERITAGE TRUST 1 Bowdoin Mill Island, STE 201 Topsham, ME 04086			
Brief Description of Goods/Services/Grant:		Organizing and implementation of follow-up activities and future support and community engagement related to the Malaga Island: The Great Gathering that occurred in the Summer, 2024			

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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.*

<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 will leverage this funding ongoing community engagement with descendants, including community members with vision and planning for future initiatives related to the history of Malaga Island and future community engagement. The service from this provider supports the statutory mission and vision of the Permanent Commission.</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 the community and individuals that have a deep understanding and connection to the Malaga Island history in Maine. This entity is the only entity that owns and manages access to Malaga Island and therefore holds a unique relationship with the descendants.</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 our understanding of market rates for related initiatives and expenses, as gained through previous event organizing and sponsorship activities.</p>
<p>4. Describe the plan for future competition for the goods or services.</p> <p>Following this contract, the Permanent Commission will reassess whether this component of its community engagement work should remain sole-source or if a request for proposals is appropriate.</p>

<p>Does this request utilize ARPA/MJRP funds?</p> <p><input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).</p>
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Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

**No – If No, proceed to Part V.**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	<b>Aaron J. Hooks Wayman Operations Director, PCRITP</b>	Date:	<b>11/27/2024</b>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i> 249502C7B71A49A		
Typed Name:	Thomas Paquette	Date:	12/2/2024