



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
OFFICE OF STATE PROCUREMENT SERVICES  
STATE OF MAINE

## 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.*

PART I: OVERVIEW				
Department Office/Division/Program:		Governor's Office of Policy Innovation and the Future		
Department Contract Administrator or Grant Coordinator:		Sarah Curran		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 12,500	Advantage CT / RQS #:	20241206*1454
CONTRACT	Proposed Start Date:	12/1/2024	Proposed End Date:	12/31/2025
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:		Undaunted K-12 548 Market Street, PMB 83811 San Francisco, CA 94104		
Brief Description of Goods/Services/Grant:		Develop a resource for public elementary and secondary schools in the State outlining State and federal programs available to support energy audits, energy efficiency projects, and the development of clean energy and clean transportation, providing foundational resources for new Maine Department of Education Green Schools Program as directed under LD 1606.		

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.

In the last legislative session, LD 1606 directed the Maine Department of Education in partnership with GOPIF and others to identify and review current and anticipated state and federal funding to support energy efficiency and decarbonization projects aligned with the state's climate action plan, Maine Won't Wait. This contract will satisfy that legislative directive.

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

The selected vendor is uniquely qualified to advise on both state and federal funding to support Maine's K-12 public schools to make an equitable transition to zero carbon emissions in the face of a changing climate. The vendor and staff have recognized experience and expertise synthesizing guidance and curating relevant resources to help districts understand and make the most of both new and legacy school funding sources in order to achieve energy efficiency and maximizing the use of clean energy.

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

The provider is being paid for staff capacity for research, drafting, revising, and finalizing a funding roadmap at a highly competitive rate, given their non-profit status. This rate is competitive with costs GOPIF has paid for similar bodies of work, and provides necessary one-time capacity to the new Department of Education Green Schools Program to conduct planning aligned with Maine Won't Wait.

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

This contract is for a specific resource required to be under development by no later than January 31, 2025; and delivered to the legislature thereafter. Future services will be procured by the most appropriate means, including through a competitive RFP process as appropriate.

### 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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

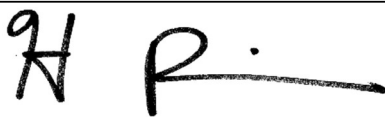
*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*

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

### PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):



Typed Name: Hannah Pingree

Date: 12/3/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Kathy Paquette*  
41C2BA36FAF44CD...

Typed Name: Kathy Paquette

Date: 12/10/2024