



### 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:		Administrative and Financial Services	
Department Contract Administrator or Grant Coordinator:		Shirley Browne	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ Unencumbered – Work will be performed as needed and encumbered by Delivery Order	Advantage CT / RQS #:	MA-18P-2201110*058
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:	12/31/2026	New End Date: 4/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Eide Bailly LLP, 877 W Main St Ste 800, Boise ID 83702	
Brief Description of Goods/Services/Grant:		Expert advice and support services to understand and interpret federal guidance, design program management processes, perform subrecipient and beneficiary monitoring, reporting and compliance for Maine’s allocation from the American Rescue Plan Act (ARPA).	

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 checked="" 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 checked="" 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.

We are looking to extend the existing contract by 4 months to allow for Eide Bailly's participation in the final monitoring activities for the final closeout period as anticipated by US Treasury ARPA SLFRF guidance (FAQ's 17.5 and 17.10). The continuation of this vendor through the closeout period represents good stewardship by allowing for the completion of required activities.

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

This an amendment creating a limited time extension to an existing contract.

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

This vendor includes a fee schedule, and fees associated with the identified tasks and will bill according to Eide Bailly's hourly rate schedule. The vendor's rate schedule has been compared against similar vendors' rates for similar staff levels and expertise and is comparable to or less than those rates.

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

This is a short extension of time to complete the work on an existing project ordered by a Delivery Order, no future competition is anticipated.

### 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.

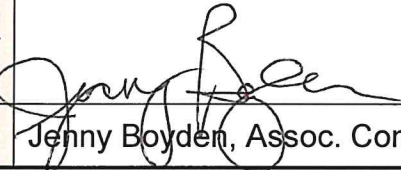
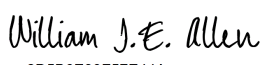
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:	Jenny Boyden, Assoc. Commissioner	Date:	12-30-24
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>2D5B6E39F57E44A...</small> </div>		
Typed Name:	WJE Allen, Senior Procurement Manager	Date:	12/30/2024

NOI 1220241511