



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:		DVEM / BVS	
Department Contract Administrator or Grant Coordinator:		Tracy Wheelden Contract/Grant Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	CT 15A 20220207*1808
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/15/2022	Effective Date:
	Previous End Date:	6/30/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		The American Legion Winslow, Maine	
Brief Description of Goods/Services/Grant:		Veterans' Services	

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 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.	Public Law Chapter 128 approved by the Governor of the State of Maine on May 24th, 2013 established the Coordinated Veterans Assistance Fund within the Bureau of Maine Veterans' Services. This fund was established to receive two percent of the net table game income for the purpose of providing financial assistance to veterans' service organizations. Sixty-four thousand five hundred (\$64,500) of these funds are designated to be given annually to a veterans' service organization that has funded and maintained a veteran' service officer at the Veterans Administration (Togus) for at least one year prior to January 1, 2013. The purpose of this was to provide funding assistance to those organizations that are struggling with maintaining a service officer at the VA Togus because of lost revenue from beano and games of chance since the inception of the casino in Bangor.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor is one of two veterans' service organizations that meet the eligible requirements as outlined in Public Law Chapter 128
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The funding assistance was determined based on what was designated in the law to be given to a veterans' service organization for this purpose.
4. Describe the plan for future competition for the goods or services.	The law was specific in the amount of funding that could be provided to organizations that have funded and maintained a veterans' service office at Veterans Administration (Togus) for at least one year prior to January 1st, 2013. There are only two organizations that fit that criteria as other organizations are funded by their National Headquarters, rather than their State Departments. Should another organization fit the criteria in the future, the Bureau will follow the RFP process.

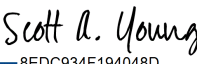
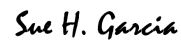
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	

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):	DocuSigned by:  8EDC934F194048D...		
Typed Name:	Scott A. Young, Deputy Commissioner	Date:	9/16/2024
Signature of DAFS Procurement Official:	DocuSigned by:  E5DB92AC0F8D490...		
Typed Name:	Sue H. Garcia	Date:	9/18/2024