



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:		Maine State Museum	
Department Contract Administrator or Grant Coordinator:		Sheila McDonald	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,950	Advantage CT / RQS #:	94M-20240221*2301
CONTRACT	Proposed Start Date:	5/1/2024	Proposed End Date: 6/30/2025
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:		Jacobson Consulting Applications 575 Eighth Avenue, Room 1200 New York, NY 10018	
Brief Description of Goods/Services/Grant:		A study of options and requirements for an integrated ticketing, admission, scheduling, data collection, and point-of-sale system (CRM) for the Maine State Museum	

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 checked="" 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.

When the Maine State Museum reopens, a new integrated ticketing, admission, scheduling, data collection, and point-of-sale system will be required to collect and process museum admission fees, collect and process Museum Store sales, schedule groups for museum visits, and collect visitor data. This system must be compatible with state OIT and information security requirements. It must also be affordable, sustainable, and function well within the museum environment. To help the museum identify the technical requirements for this system and ultimately advise on the selection of a system, JCA will gather information from stakeholders, identify technical needs, provide a marketplace review, and work with the museum and the Division of Procurement Services to develop a bid document to allow this system to go out to bid. JCA will also provide guidance during the selection of the CRM system to ensure that the museum and Maine OIT are getting a system that meets all requirements.

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

The vendor is available, qualified, and very familiar with ticketing, admission, and data collection systems used in the cultural sector. The vendor is also knowledgeable about technical requirements for such systems. The vendor has done previous contracted technical support services related to scheduling software for the Maine State Museum and has always performed contract work efficiently, thoroughly, and knowledgeably. The contract fee is fair and reasonable. A prolonged search would be inefficient and likely not yield a more reasonable fee.

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

Few vendors are familiar with the requirements for integrated ticketing, admission, scheduling, data collection, and point-of-sale system work within the cultural sector. The museum checked with other firms and found that Jacobson Consulting Applications was the only one with a reasonable fee and the scope of knowledge required to survey options and help the museum select a system that would meet its needs.

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

The museum will continue to survey other vendors who may provide these services as needs arise in the future.

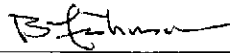
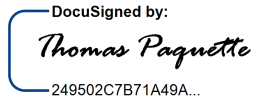
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Bernard Fishman	Date: 4/12/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>	
Typed Name:	Thomas Paquette	Date: 4/12/2024