



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Arts Commission	
Department Contract Administrator or Grant Coordinator:		Julie Horn	
(If applicable) Department Reference #:			
Agency Department Code:	94W	Advantage CT / RQS #:	2025103000000001047
Amount: (Contract/Amendment/Grant)	\$20,000		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date: 12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		David Holbrook, Liberty, ME	
Brief Description of Goods/Services/Grant:		Art handler for the Main Arts Commission's Art In The Capital Program	

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. Higher Education 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.

One of the Maine Arts Commission's (MAC) priorities is to provide an opportunity for the public to view and engage with art in accessible spaces. The Art In The Capital (AITC) integrates art into Maine state facilities and public spaces, connecting with Maine's art history and contemporary artists. The AITC program features artwork throughout Maine's Capitol Complex located in Augusta, and offers Maine artists an additional venue for their work. It is designed to expand the audience for Maine artists or artists working in Maine on Maine-based themes. All Art in the Capitol exhibits are free and open to the public. Exhibitions are self-guided and may be viewed during the building hours where the exhibition is on display. The program rotates several exhibits throughout the year including artwork by Veterans, students, state employees and individual Maine-based artists.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

David Holbrook has approximately 20 years of experience in art handling and has worked with some of Maine's most prestigious museums such as the Farnsworth Art Museum, Colby College Museum, Maine College of Art, as well as many private artists and collectors around the state, most explicitly he transported and installed the Bob Crewe Foundation collection from storage to a private museum in Falmouth which included over three hundred works of art and antiques. Having worked with the AITC program in the past he is very familiar with the facilities and gallery spaces and the building's staff. David provides all his own specific art installation tools, is bonded and provides his own specific liability insurance for carrying valuable and insured private and public art works

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

Costs for services:

\$17,000 in state-wide travel costs and time to transport artwork.

\$1,500 in packaging materials and insurance needed for maximum safety during transportation.

\$500 for proper hardware needed for site installation

\$1,000 time spent communicating with artists for coordination of transporting artwork.

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

In the future we will access the Arts In The Capital program and the amount of work needed to continue it. Based on that, we will survey the field for any possible candidates that might have experience and expertise for this type of specific work. Discussions will take place to determine if it is viable to use an RFP or another method to identify a new provider.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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



Typed Name: Julie Horn

Date: 1/13/2026

2. Additional signature required **ONLY** if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS Procurement Official:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

1/14/2026