



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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, Deputy Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,950	Advantage CT / RQS #:	94M- 20240221000000002301
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, Inc. 575 Eighth Ave., Room 1200 New York, New York 10018	
Brief Description of Goods/Services/Grant:		Analysis of best museum ticketing and admission system to support future growth.	

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.

After a five-year closure, the Maine State Museum will be reopening to the public in November 2025. Upon reopening, the museum will need a functioning, up-to-date constituent relationship management (CRM) technology that will include a ticketing/admissions system to meet ticketing business requirements, gather and track visitor information, and serve as a point-of-sale system for the Museum Store.

The vendor, Jacobson Consulting Applications, is a company that works with museums and non-profits to select constituent relationship systems that best meet an organization's particular visitor and data collection requirements. Jacobson Consulting Applications has broad experience in understanding the Maine State Museum's specific needs, objectively reviewing the marketplace to identify the systems that best meet those needs, providing an analysis of recommended products and costs, and working with the Maine State Museum and Maine's Procurement Services Division to develop an RFP for the CRM system and select the best vendor.

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

Jacobson Consulting Applications has helped more than 2,000 nonprofits throughout North America leverage processes, technology, and data in order to achieve their missions. In the past, the Maine State Museum has worked with Jacobson Consulting Applications when that company provided customer support and technical assistance for Artifax, a visitor reservation system. Jacobson Consulting Applications is willing and qualified to analyze visitor ticketing and data collection systems in the marketplace and knowledgeably and collaboratively assist the Maine State Museum in understanding those systems and making a cost effective choice to meet the museum's current and long-term goals.

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

The Maine State Museum has surveyed other companies that could provide the needed CRM system survey and analysis in order for the museum to make the best, most cost effective, and efficient long-term investment in ticketing and visitor data collection systems. Jacobson Consulting Applications is the only company with a non-profit, museum focus that can provide the services required. Jacobson Consulting Application's costs for providing these services are reasonable and promise to be a good investment in meeting the museum's needs. The costs have been developed according to an 8-week timeframe of work, with specific hourly rates for consultants who will work on the project.

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

The museum will continue surveying companies that provide the needed services for analysis and CRM systems as those needs arise in the future.

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

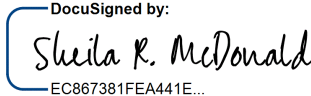
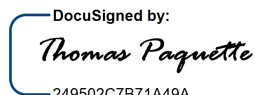
Does this request utilize ARPA/MJRP funds?

 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); PURCHASES BY THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <small>EC867381FEA441E...</small>		
Typed Name:	Deputy Director, Maine State Museum	Date:	2/22/2024
Signature of DAFS Procurement Official:	 <small>249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	2/23/2024