



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) | \$ 15,000 | Advantage CT / RQS #: | CT 20230214*2099 |
| CONTRACT | Proposed Start Date: | 2/20/2023 | Proposed End Date: 12/31/2023 |
| AMENDMENT | Original Start Date: | | Effective Date: Click or tap to enter a date. |
| | Previous End Date: | Click or tap to enter a date. | New End Date: Click or tap to enter a date. |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Surface Impression (Canada) Ltd. 401 Richmond St. W, Studio 228, Toronto, Ontario CANADA | |
| Brief Description of Goods/Services/Grant: | | Cultural Services – Completion of Maine State House Mobile Tour | |

| 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. 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.

Surface Impression won a competitive, grant-funded bid process to develop a mobile tour for the Maine State House. Surface Impression, working with Maine State Museum staff, completed more than half of the work required when COVID interrupted work schedules and then, museum staff were forced to orchestrate an emergency move out of the Cultural Building due to a failed mechanical system. These events delayed work on the mobile tour and, following the temporary loss of grant funds for the project, the initial contract with Surface Impression expired.

Maine State Museum staff were finally able to complete their part of the mobile tour's content development work and engage again with Surface Impression to complete the project. Surface Impression now has the information to complete the project and is on track to test the mobile tour application this spring, following approval of this current contract.

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

The vendor was initially selected through a competitive process (RFP #202001005). The vendor's work has been excellent to date; no reason exists to not use this vendor to complete the project that they have started. [Click or tap here to enter text.](#)

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

The vendor was initially selected through a competitive process and was the low bidder.

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

Future competition will be assured by following Procurement Services rules for going out to bid on projects of this type, scope, and estimated dollar amount.

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

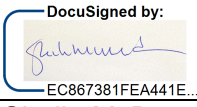
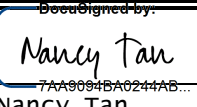
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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): |  EC867381FEA441E... | | |
| Typed Name: | Sheila McDonald, Deputy Museum Director | Date: | 2/14/2023 |
| Signature of DAFS Procurement Official: |  7AA9094BA0244AB... | | |
| Typed Name: | Nancy Tan Deputy Director of IT Procurement | Date: | Feb-24-2023 |