



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:		Marine Resources/Bureau Marine Science/Education Division	
Department Contract Administrator or Grant Coordinator:		Dottie Yunger / Amanda Webb	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 31,500	Advantage <u>CT</u> / RQS #:	13A 20230322000000002418
CONTRACT	Proposed Start Date:	4/1/2023	Proposed End Date: 6/30/2024
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:		VC0000260841 - Chris Sullivan Creative Consulting LLC. 105 Tuttle Road, Cumberland, ME 04021	
Brief Description of Goods/Services/Grant:		Provide design concepts and interpretive elements for the reopening of the Maine State Aquarium (Summer 2023): Develop project scope for exhibit and capital improvements, generate concept plans, and compile a concept budget and timeline. Develop exhibition floor plans and elevations; Selection of materials, color palette, graphic design.	

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 checked="" 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.

The Department has received emergency supplemental funds to expedite repairs to the Maine State Aquarium (MSA) to facilitate opening in Summer 2023. Without the required repairs, the Department will not be able to open to the public in a safe and informative manner. The MSA was closed in 2020 as a result of the COVID 19 pandemic. An attempt to reopen in 2022 was made, several significant issues impacting visitor safety, animal health and wellbeing, and facility integrity were identified. The MSA serves as a regional draw for Lincoln County and the Boothbay Harbor Region, with 30,000 visitors prior to the pandemic

This vendor agreement provides necessary exhibit design concepts and interpretive elements for the reopening of the MSA. Emergency supplemental funds provided by LD-206 to facilitate the refurbishment of the Maine State Aquarium (MSA). LD 206 indicates a reopen deadline in the Summer season of 2023. This vendor will develop exhibit floor plans, traffic flow and egress. The vendor will review existing educational materials and will generate selection of exhibit materials, color palette and graphic design to incorporate existing and new design. Due to the shortened timeline this vendor is uniquely equipped to supply required design and planning for the 2023 reopen deadline.

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 ideally suited to support opening MSA in Summer 2023. The vendor has direct experience in all aspects of the proposed work. The vendor has recently completed a similar project for the Portland Children's Museum where many of the same knowledge base can be applied to the MSA. The vendor has the experience to leverage the extremely compressed timeframe for reopening.

Vendor has the following unique qualifications and skills justifying sole source:

- 10+ years experience as an educator in higher ed; teaches exhibit design to students entering the field
- 15+ years Children's Museum experience specializing in family and interactive exhibit components;
- 11+ years of experience collaborating with scientists on exhibits centered on natural science;
- Experience managing exhibit projects over \$2m
- Experience with live aquatic exhibits larger than 1,000 sq' and \$600K budget
- Expertise in accessibility and inclusivity and experience developing exhibits with diverse members from our community

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

Funding from supplemental budget for the reopening of the Maine State Aquarium must be encumbered by June 30, 2023. The negotiated budget with vendor is fair and reasonable given the scope and timing of the project. The Vendor can leverage previous work in Maine to jump start proposed deliverables. Vendor is local, thereby reducing costs for site visits, travel time, etc.

PART III: SUPPLEMENTAL INFORMATION

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

This is for the one-time renovation and reopening of the Maine State Aquarium after being closed for several years. These services will not be necessary once Aquarium is open to public.

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):		
Typed Name:	Patrick Keliher, Commissioner	Date: 3/28/23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i>	
Typed Name:	<small>891CE7A1493D45B...</small> Martha Verhille	Date: 3/29/2023