



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:			
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	20220415 * 2509
CONTRACT	Proposed Start Date:	4/27/2022	Proposed End Date: 12/31/2022
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:		AvantLogic Corporation, Southwest Harbor, Maine	
Brief Description of Goods/Services/Grant:		Further refining of "Historical Records of Indians of the Far Northeast" database using open-source Digital Archive technology.	

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.

The purpose of this contract is to further refine the database "Historical Records of Indians of the Far Northeast" to: 1) add a domain-specific user interface that allows researchers to query the database by choosing filters based on areas of interest; 2) for geographically-based data, automatically plot query results on a Google Map utilizing the GIS data; 3) provide a means of displaying hand-curated data as prose and images plotted on relevant historic maps.

The Provider shall provide the technical services necessary to make the online database functional within the open-source Digital Archive technology.

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

The selected vendor provided the first phase of services to capture information in the "Historical Records of Indians of the Far Northeast" database and make it accessible and interactive. With the completion of the first phase, additional grant funds were received to complete the presentation of over 50,000 records in a rich, illustrated, and user-friendly online database

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

Funding was based on similar work done previously by the Maine State Museum and previous work done by the vendor. The funding amounts were also judged fair and reasonable by the project's funder, the Mellon Foundation. Efficiencies and cost-savings will be gained by using this vendor, who has the demonstrated expertise and knowledge to complete the project. This vendor has also provided a 40% discount to the Maine State Museum because of its state agency/non-profit status.

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

As always, the Maine State Museum will search for qualified vendors to provide services at a reasonable price. The museum will continue to check references and negotiate prices to ensure cost savings and high quality.

### 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:	Sheila McDonald, Museum Deputy Director	Date:	4/15/2022
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	4/26/2022

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