



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		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 7,475	Advantage CT / RQS #:	RQS 20220425*1234
CONTRACT	Proposed Start Date:		Proposed End Date:	
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:		Brian Mills, Sidney, Maine 04330		
Brief Description of Goods/Services/Grant:		Purchase of ca. 1830 tinware coffee pot for museum collections		

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 museum wishes to purchase an important, ca. 1830 tinware coffee pot by a known Maine maker, Zachariah Stevens, of Portland. The museum has a few pieces of tinware by this noted maker, but none in as fine a condition, or of the same form, as this coffee pot.

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 is a collector of Maine antiques and offered the Stevens coffee pot to the museum for purchase.

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

The museum researched similar tinware forms by this maker, as well as similar antique coffee pots made by others. An analysis of market values, especially for tinware in as good a condition as this coffee pot, revealed that the price was fair and reasonable.

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

The museum routinely researches the value of items offered for purchase and ensures that the prices are fair market value. This coffee pot is fair value, especially because of its excellent condition and unusual form.

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

Does this request utilize ARPA/MJRP funds?

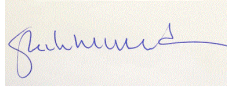
- Yes – If Yes, please attach the approved Business Case(s).
- No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:



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Typed Name:

Sheila McDonald

Date:

4/26/2022

Signature of DAFS
Procurement Official:

DocuSigned by:



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Procurement Justification Form (PJF)

Typed Name:	Debbie Jacques	Date:	4/27/2022
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