

**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 Museum Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	CT 20240411*2807
<b>CONTRACT</b>	Proposed Start Date:	<b>4/1/2024</b>	Proposed End Date: 6/30/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Rebekah Raye Woisard P.O. Box 533 Blue Hill, Maine 04614	
Brief Description of Goods/Services/Grant:		Provision of original artwork for a multi-media mural within the early learners' space in the Maine State Museum's new education center.	

**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.

The purpose of this contract is to provide for the creation of artwork for a multi-media mural within the museum’s new Lunder Education Center. The artwork will include: three two-dimensional murals and four relief wood carvings attached to the walls. This artwork has been specifically designed in concept by the artist during previous work with Maine State Museum staff. The artwork will meet the museum’s requirements to achieve early learning objectives with a focus on the natural world.

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 known for her artwork that appeals to early learners. Her artwork has been created for children’s books, as well as children’s spaces in libraries and schools. The selected artist has worked with museum staff and consultants to plan this artwork for the new early learning area within the museum and shape it to meet requirements for an engaging environment that will evoke the natural world and relate to the museum’s natural science collections and educational programs.

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

The negotiated costs have been reached through extensive negotiations with the contractor and changes in the work content to meet the museum’s small budget. Additionally, the work was negotiated to meet the terms of a grant received by the museum to provide funding for the creation of the artwork by the contractor. All these negotiations were conducted to ensure that the contracted work will be at a fair and reasonable price.

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

This project is unique, so it is unlikely that future competition will arise for these specific services. Due to its limited budget and many demands for expenditures within it however, the museum must always be mindful of searching for competitive pricing for goods and services to achieve fair and reasonable costs. That practice will continue for future purchases.

**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.

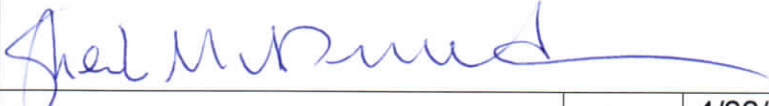
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Sheila McDonald	Date:	4/22/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     DocuSigned by:  <i>Thomas Paquette</i>  <small>249502C7B71A49A...</small> </div>		
Typed Name:	Thomas Paquette	Date:	4/22/2024