



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 OFFICE OF STATE 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 Office of State 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 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)	\$ 32,570	Advantage CT / RQS #:	20250415*2431
CONTRACT	Proposed Start Date:	5/1/2025	Proposed End Date: 6/30/2026
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:		Digital Gizmo 17 Chenery Terrace Belmont, MA 02478	
Brief Description of Goods/Services/Grant:		Design development for interpretive educational panels and digital interactives for a new Maine State Museum exhibit.	

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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	
The services of Digital Gizmo are needed for graphic and design development for the museum’s new exhibition “Vector: A Whale’s Life in the Gulf of Maine.” These professional services are essential for the exhibition to open on time and within budget.	
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 an established, and somewhat unique firm that combines expertise in both digital and graphic design. The vendor has extensive experience developing designs for museum exhibitions throughout New England. The firm has had direct experience with the Maine State Museum and has an excellent record in meeting the museum’s exhibit development requirements on time and within budget.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
Using their experience and knowledge concerning the Maine State Museum’s needs and constraints, Digital Gizmo has developed a comprehensive design development and production planning proposal. This proposal is a fair and reasonable one, showing how the project can be accomplished within the museum’s time constraints and capitalizing on the efficiencies that Digital Gizmo’s knowledge of the exhibit subject matter and professional skills will provide. The costs provided for the needed services compare favorably with work done by other contractors.	
4. Describe the plan for future competition for the goods or services.	
As always, the museum will continue to seek professional expertise at a reasonable cost for projects of this type.	

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	


<b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b>	
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Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Sheila McDonald Deputy Museum Director	Date:	4/16/2025
Signature of DAFS Procurement Official:			
Typed Name:		Date:	