

**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 of Marine Science/ Education Program		
Department Contract Administrator or Grant Coordinator:		Theresa Torrent /Amanda Webb		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 16,615.00	Advantage <u>CT</u> / RQS #:	13A 2023050100000002993
CONTRACT	Proposed Start Date:	5/14/2023	Proposed End Date:	5/30/2024
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:		Keith Ellenbogen Photography, LLC		
Brief Description of Goods/Services/Grant:		An eight-piece photography exhibit of original underwater marine life photographs taken in the Gulf of Maine.		

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


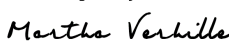
Please respond to ALL of the questions in the following sections.

<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.	Keith Ellenbogen will be curating and producing an eight-piece photography exhibition of original images of marine life found in the Gulf of Maine for the Maine State Aquarium.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Keith Ellenbogen has been focusing his underwater photography in the Gulf of Maine which is a region that is uncommon in this medium and he has captured animal life in engaging and wonderful photographs. He has been working on this particular regional focus as the Artist in Residence at MIT and has captured images of marine life which have not formerly been photographed in Gulf of Maine waters. His unique area of expertise is optimal for the education and interpretation goals of the Maine State Aquarium. He is experienced in the development of thematic photography exhibitions and is genuinely pleased to be able to assist the MSA in developing a photographic experience from which visitors can learn about marine life that is not normally accessible in an aquarium environment.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The costs reflect mostly the cost to have the images printed, matted, framed and shipped with just minimal compensation for the photographer's time and effort.
4. Describe the plan for future competition for the goods or services.	There is not a future plan for similar goods or services as this is a unique display need.

<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 – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	 Carl Wilson (May 4, 2023 10:19 EDT)		
Typed Name:	Carl Wilson, Director of Marine Science	Date:	May 4, 2023
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	5/16/2023

# PJF- CT 13A -2993

Final Audit Report

2023-05-04

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