



### PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Marine Resources/Marine Science/Education Division	
Department Contract Administrator or Grant Coordinator:		Dottie Yunger/HQ Finance	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	13A	Advantage <u>CT</u> / RQS #:	20260324000000002009
Amount: (Contract/Amendment/Grant)	\$14,250		
CONTRACT	Proposed/Original Start Date:	4/7/2026	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Perch Design Studio 14 Noble St Brunswick ME 04011	
Brief Description of Goods/Services/Grant:		Develop and design new/upgrade existing Maine State Aquarium and Learning Lab exhibits for the 2026 season	

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. Higher Education 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.

Design, print coordination, and installation of small tabletop exhibit with supporting interpretive graphics around shark model in Learning Lab (2), design 1 small panel about the shark tank and 1 panel about the deep water environments in the Gulf of Maine (3) Design, print coordination, and installation of miscellaneous aquarium signage (4) build on existing designs for upgraded interactive resources

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Perch Design Studio has already developed and designed the exhibits this contract will upgrade, making them the sole source vendor for this project. They already have much of the content needed for the new exhibits, allowing the projects to begin quickly in time for the 2026 season for the public. They can interface immediately with the work provided for the 2024 season.

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

The negotiated budget with vendor is fair and reasonable given the scope and timing of the project. Vendor is local, thereby reducing costs for site visits, travel time, etc. Vendor will assist in set up and service on site. Vendor will provide coordination/project management so that interactives can be reused in various settings within the Education Division.

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

Once these exhibits and resources have been developed, they will not need to be purchased again.

### 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) or (026) – 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**

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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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



Typed Name:

Erin Summers, Acting Director

Date:

04/22/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

**\*\*OSPS Section Only\*\***

Signature of DAFS  
Procurement Official:

Signed by:  
*Kathy Blais*  
41C2BA36FAF44CD...

Typed Name:

kathy blais

Date:

5/11/2026

# PJF CT 13A 20260324-2009

Final Audit Report

2026-04-22

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