

State of Maine Procurement Justification Form

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 website (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)		\$ 9,135	Advantage CT / RQS #:	CT20210608*3631	
CONTRACT	Proposed Start Date:	6/21/21	Proposed End Date:	12/31/21	
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:		Friends of the Maine State Museum			
Brief Description of Goods/Services/Grant:		Administration of membership and development programs to support the Maine State Museum			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment	x	H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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PART III: SUPPLEMENTAL INFORMATION

The Maine State Museum, by law (27 MRS, Section 85-A.2) is empowered to conduct a membership program, along with related outreach, to benefit the museum. The administration of this membership program is complex, requiring maintenance of membership databases, management of income and expenses, and development of programs offered as benefits of membership. The museum does not have the capacity to conduct a membership program within existing staff resources and relies instead on a contract with the Friends of the Maine State Museum for this work.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Friends of the Maine State Museum, for the past 30 years, has served as the designated citizen support organization for the Maine State Museum. The designation of a citizen support organization for the Maine State Museum is provided in Maine law (27 MRS, Section 83.6). In this role, the Friends, a nonprofit organization, has organized a museum membership program, produced programs to encourage member and public involvement, and contributed to the museum's fund-raising efforts. There is no other organization, qualified or designated according to law, to carry out these programs.

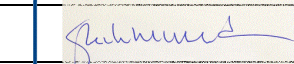
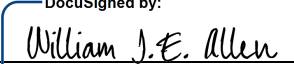
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

These costs have been negotiated with the Friends of the Maine State Museum and are in line with past contracts for similar initiatives.

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

The museum will continue working with the Friends of the Maine State Museum to ensure that programs are carried out efficiently and according to cost effective standards.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	DocuSigned by: 		
Printed Name:	Sheila McDonald Deputy Museum Director	Date:	June 9, 2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	William J.E. Allen	Date:	6/10/2021

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