



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 \$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:	Maine State Museum			
Department Contract Administrator or Grant Coordinator:	Sheila McDonald, Deputy Director			
(If applicable) Department Reference #:				
Agency Department Code:	94M	Advantage CT / RQS #:	20250415*2431	
Amount: (Contract/Amendment/Grant)	\$ 14,100			
CONTRACT	Proposed/Original Start Date:	5/1/2025	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:	6/15/2026	New End Date (if Applicable):	12/31/2026
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, Massachusetts 02478			
Brief Description of Goods/Services/Grant:	Consultant services for graphic and interpretive design of major museum exhibition			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☐	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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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.

This amendment adds funds and time to allow the Maine State Museum to complete its major new exhibition, *Vector: A Whale's Life in the Gulf of Maine*. Time and funds are needed because of previous work delays and postponements caused by the museum's inability to access the Cultural Building following the completion of a major renovation. Now that the museum is able to work in the building, more detailed planning for the exhibition can take place, which has led to design and graphic complexities that require more time to resolve and provide for by the contractor. This involves more graphic file preparation, increased text development, more photographs, and a larger number of audio-visual interactives – all of which must be coordinated or developed by the contractor.

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.

This is a contract amendment that will allow the vendor to finish critical work, meet adjusted deadlines, and manage the production of the exhibition through its opening to the public in late October 2026.

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 for the exhibition at hand. This proposal will carry the exhibition to completion. It is fair and reasonable, 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 subject matter, acquired and honed through the first phase of the contract, can get the exhibition produced, installed, and open on time.

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.

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):	<i>Sheila McDonald, Deputy Museum Director</i>		
Typed Name:	Sheila McDonald	Date:	6/2/26

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:	DocuSigned by: <i>Thomas Paquette</i>		
Typed Name:	249502C7B71A49A... Thomas Paquette	Date:	6/3/2026