

## 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)	\$ 14,287.50	Advantage CT / RQS #:	20200626*1409
CONTRACT	Proposed Start Date:		Proposed End Date:
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 83 State House Station Augusta, Maine 04333-0083	
Brief Description of Goods/Services/Grant:		Folk art portrait dating from 1827 by John Brewster, Jr. of Buxton, Maine	

### 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		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
<b>X</b>	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 wishes to procure an important early folk art double portrait, dating from 1827, of two sisters from Bath, Maine. The artist was the well-known portrait painter John Brewster, Jr. of Buxton, Maine. The museum has no example of Brewster's work in its collection. Museum curators have been searching for such an example for many years and finally found this exceptional portrait when it came up at auction in New York.

The museum made arrangements with the Friends of the Maine State Museum to acquire the portrait at auction. This arrangement allowed the museum to move quickly to make a successful a bid on the portrait. Following the successful bid, the Friends of the Maine State Museum was able to expeditiously send a check to the auction house, Sotheby's, Inc., as required to secure the portrait's purchase. The Friends of the Maine State Museum took these actions with the understanding that a portion of the purchase price would be reimbursed by Maine State Museum funds. With the reimbursement to the Friends, the museum is the full owner of the portrait, as agreed with the Friends.

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

The Friends of the Maine State Museum is the sole vendor for this reimbursement because the Friends purchased the portrait initially at the request of the Maine State Museum.

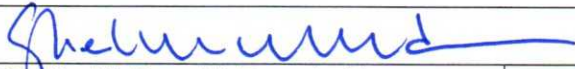
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The purchase of this folk art portrait by the Friends of the Maine State Museum was at auction, so was at a fair, market-value price. The funds to reimburse the Friends of the Maine State Museum are from proceeds from an endowment fund invested for the sole purpose of providing a means for the museum to acquire rare examples of Maine history, such as the Brewster portrait. This purchase has been approved by the Maine State Museum's director and the Maine State Museum Commission.

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

Museum staff will continue to monitor auctions and other public sales of historical materials, such as this folk art portrait, in order to be aware of market prices for important Maine-related antiques of this type.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Sheila McDonald, Deputy Museum Director	<b>Date:</b>	June 29, 2020
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>		<b>Date:</b>	