

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 Arts Commission			
Department Contract Administrator or Grant Coordinator:		Darren Henry			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 19,000	Advantage CT / RQS #:	20200813*0471		
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date:	6/30/2021	
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:		Cultural Resources, Inc			
Brief Description of Goods/Services/Grant:		To administer the Traditional Arts Program for the Maine Arts Commission			

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
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:

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

The purpose of this contract is to administer the Maine Arts Commission Traditional Arts Program including administering and developing potential Apprenticeship and Individual Artists/Project Grants; writing the National Endowment for the Arts Traditional Arts Infrastructure application; participating in the Maine International Conference for the Arts conference acting as a resource to MAC staff and the field about traditional arts.

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PART III: SUPPLEMENTAL INFORMATION

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

The Vendor has been administering this program for the Maine Arts Commission for the past few years and is a former employee of the Commission

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

Funding is allocated through the State Budget grants portion and the rate is the same as previous contracts.

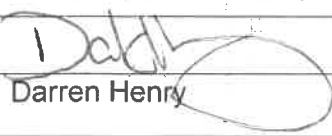
4. Describe the plan for future competition for the goods or services.

There may be future competition for this service

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

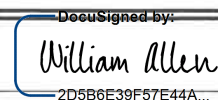


Printed Name:

Darren Henry

Date: 7/12/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:

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Printed Name:

William Allen

Date: 8/19/2020

NOI 0820200793 08/20/2020 - 08/26/2020