



PROCUREMENT JUSTIFICATION FORM (PJF)

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 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	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,500	Advantage CT / RQS #:	RQS 20220721*122
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 7/31/2022
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:		Allied Whale, College of the Atlantic 105 Eden Street, Bar Harbor, Maine 04609	
Brief Description of Goods/Services/Grant:		Two humpback whale skeletons for use in museum exhibit.	

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. University 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.

The Maine State Museum will be exhibiting two humpback whale skeletons when the museum reopens in 2025. These skeletons are necessary to provide educational information to museum visitors about Gulf of Maine ecology, as well as specific stories about whale life. The skeletons are being acquired by the museum following the work by Allied Whale.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The selected vendor is permitted by the National Oceanographic and Atmospheric Administration (NOAA) to retrieve and retain dead whales for study and education. Allied Whale, based at College of the Atlantic, has lawfully secured these two whale carcasses, studied them, and is now permitted to release them to an educational, non-profit organization like the Maine State Museum so that the carcasses can be prepared and the skeletons preserved for educational purposes.

[Click or tap here to enter text.](#)

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

The costs are one-time and represent the expenses incurred by Allied Whale for the retrieval, study, and initial phases of preparation of the whale carcasses for study and subsequent museum display.

[Click or tap here to enter text.](#)

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

Organizations performing this type of service and handling whale skeletons will be contacted in the future and prices evaluated accordingly.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


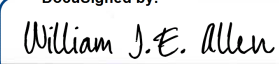
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Sheila McDonald	Date:	21 July 2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	william J.E. Allen	Date:	8/1/2022

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