

**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:		Marine Resources/Marine Science/Education Division	
Department Contract Administrator or Grant Coordinator:		Dottie Yunger / Amanda Webb	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 54,830.00	Advantage <u>CT</u> / RQS #:	13A 20230322000000002418
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	4/1/2023	Effective Date:
	Previous End Date:	6/30/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Chris Sullivan DBA Creative Consulting LLC- Cumberland, ME	
Brief Description of Goods/Services/Grant:		Expanded scope of work needed in form of aquarium tank design and integrated seawater system coordination and management for Maine State Aquarium opening	

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 checked="" 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 checked="" 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 Department has received emergency supplemental funds to expedite repairs to the Maine State Aquarium (MSA) to facilitate a grand opening in Summer 2024. Emergency supplemental funds provided by LD-206 are allocated for the refurbishment of the Maine State Aquarium (MSA). Unanticipated staffing shortages within DMR now require the services described in the accompanying contract amendment to be contracted out, when they had originally been planned to be completed in house following the original contract's scope of work. Without the required repairs, the Department will not be able to open to the public in a safe and informative manner. The MSA was closed in 2020 because of the COVID 19 pandemic. An attempt to reopen in 2022 was made, several significant issues impacting visitor safety, animal health and wellbeing, and facility integrity were identified. The MSA serves as a regional draw for Lincoln County and the Boothbay Harbor Region, with 30,000 visitors prior to the pandemic.

This vendor agreement provides coordination of LSS with all exhibits, including existing LSS systems & locations; generate schematics and design criteria for production; review contractor submittals; onsite management and installation inspection and oversight, etc. These services will be provided for a summer 2024 grand opening. That includes development summer 2023 of a project production schedule, fall 2023 production/fabrication start, and tanks installed and online two months before summer opening. This scope of integrates with the scope agreed upon in the original contract 13A 20230322000000002418

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

Vendor already has been awarded contract for a scope of work to redesign the MSA, and therefore is uniquely able to incorporate the amended scope of work into the existing redesign plans.

The vendor is ideally suited to support opening MSA in Summer 2024. The vendor has direct experience in all aspects of the proposed work. The vendor has recently completed a similar project for the Portland Children's Museum where many of the same knowledge base can be applied to the MSA. The vendor has the experience to leverage the extremely compressed timeframe for reopening.


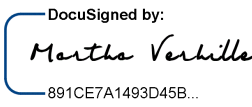
Vendor has the following unique qualifications and skills justifying sole source:

- 10+ years' experience as an educator in higher ed; teaches exhibit design to students entering the field
- 15+ years Children's Museum experience specializing in family and interactive exhibit components;
- 11+ years of experience collaborating with scientists on exhibits centered on natural science;
- Experience managing exhibit projects over \$2m
- Experience with live aquatic exhibits larger than 1,000 sq ft and \$600K budget

Vendor is uniquely positioned to maximize animal welfare through design and oversight of MSA exhibits and sea water system. Life support systems must be designed to account for stressful conditions faced by exhibited animals (touch tank).

PART III: SUPPLEMENTAL INFORMATION	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The negotiated budget with vendor is fair and reasonable given the scope and timing of the project. The Vendor can leverage previous work in Maine to jump start proposed deliverables. Vendor is local, thereby reducing costs for site visits, travel time, etc.	
4. Describe the plan for future competition for the goods or services.	
Once the aquarium tank design and integrated seawater system coordination and management is complete, and the Maine State Aquarium reopened, these services will not be needed.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	 <a href="#">Meredith Mendelson (Aug 10, 2023 12:28 EDT)</a>		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Aug 10, 2023
Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	8/24/2023



# PJF- CT 13A 20230322-2418 amendment 8-10-23

Final Audit Report

2023-08-10

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## "PJF- CT 13A 20230322-2418 amendment 8-10-23" History

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