

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)	\$ 10,000	Advantage CT / RQS #:	20200902*0796		
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:		Southern Methodist University, PO Box 750356, Dallas, TX 75275			
Brief Description of Goods/Services/Grant:		Annual subscription to national data collection organization			

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 Cultural Data Project (now DataArts) is the sole national service provider for cultural nonprofits to report their financial and programmatic information. The Cultural Data Project provides the Maine Arts Commission with high quality data collected from our Maine constituents, and additionally provides reporting and analytical tools and training so that this data can be put within the context of national data; and used to benefit Maine's cultural sector. The contract for these services is not a competitive

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

contract as there is no other organization in the nation collecting this sector-specific data. This is an annual subscription required for us to access, and include as part of our grant application process, the financial and programmatic information reported by our constituents and applicants.

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

Neither the state nor the federal government collect financial and programmatic data specific to the cultural sector in a way that can be used to benefit the field and to analyze the health of individual organizations. The only other means by which this would be possible is if we built all this data collection capability into our own grants management system, which would be costly, unwieldy, and not offer the benefits of national comparative data and analysis.


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

The rates for this annual contract have not increased over a four year period and given that these services are not provided by any other organization, are fair and reasonable.

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

Since this is a national service, we will keep our eye on the market for emerging competitors for this service. As of right now, this is the only organization that provides this service.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Darren Henry	Date:	9/2/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William Allen</i>		
	<small>2D5B6E39F57E44A...</small>		
Printed Name:	William Allen	Date:	9/14/2020

NOI 0920200869 09/15/2020 - 09/21/2020