

## 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)	\$ 8,100	Advantage CT / RQS #:	20210915*689	
CONTRACT	Proposed Start Date:	October 15, 2021	Proposed End Date:	June 30, 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:		Maine Natural History Observatory 317 Guzzle Road Gouldsboro, Maine 04607		
Brief Description of Goods/Services/Grant:		Data migration for state-owned insect collections		

### 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	X	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:

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

This contract would provide for the cataloging and data preservation of the state's largest insect collection, now held under the trusteeship of the Maine State Museum and consisting of significant collections transferred from the Department of Inland Fisheries and Wildlife, Maine Forest Service, and University of Maine. The critical information about this collection and its thousands of specimens is currently in a variety of spreadsheet formats. In order for this information, comprising hundreds of thousands of pieces of data, to be better preserved and most useful, its migration to a single database – specifically the museum's Re:Discovery collections management software – is an important next step in the museum's work to ensure that the collections continue to be well-managed and accessible to researchers.

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

Maine Natural History Observatory (MNHO) has important experience working with insect collections generally, and more specifically in a recent successful project with Acadia National Park, updating the taxonomy on an important collection and cataloging it using Re:Discovery collections management software. MNHO's experience with Re:Discovery collections management software, and its general expertise in insect collection work, is critically important to the efficient, cost effective, and professional conduct of the project at the Maine State Museum.



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

In the experience of the Maine State Museum on related projects, this fee based on an hourly fee for work is reasonable and fair.

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

As additional needs for these services arises, the museum will survey qualified purveyors and make the best choice, based on qualifications, experience, and cost effectiveness.

### 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>		
	<small>DocuSigned by:</small>		
			
<b>Printed Name:</b>	Sheila McDonald	<b>Date:</b>	September 15, 2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small>		
			
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	9/20/2021

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