



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 Arts Commission	
Department Contract Administrator or Grant Coordinator:		Click or tap here to enter text. Julie Horn	
(If applicable) Department Reference #:		94W	
Amount: (Contract/Amendment/Grant)	\$ 28,000 (\$14,000/yr)	Advantage CT / RQS #:	CT 2021110200000001124
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date: 12/31/2023
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		David Holbrook, Unity, Maine	
Brief Description of Goods/Services/Grant:		Preparation, transportation, installation, and de-installations for artwork on loan to the Maine Arts Commission for their programs.	

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 Arts Commission Art Preparator & Handler will provide the services required to fulfill several of its key public art programs in the Maine Capitol complex by mounting nine annual exhibits. The Preparator & Handler must be a highly trained and customer service-oriented individual.

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

David Holbrook has over 20 yrs experience working with art handling not only for the Maine Arts Commission but also for the Colby College Art Museum, The Farnsworth Art Museum, and the Maine College of Art as well as individual art collectors. David provides all his own specific art installation tools, is bonded and provides his own specific liability insurance for carrying valuable and insured private and public art works. He has unique knowledge of the people and facilities (such as the State House and Complex) needed to complete these responsibilities in a well ordered and professional manner.

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

Funding for the grantee is based on previous year's contracts for an art handler. The cost is \$14,000 a year with the following breakdown:
 Transport and coordinate the transfer of artwork \$5500, prepare art for handling that includes materials and insurance needed for maximum safety during transportation \$2,000, installation using proper hardware and liability insurance \$4,000, create and hang informational text for each piece of art \$1500, safely store all artwork and packaging between shows \$1000.

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

In the future the Maine Arts Commission will market an RFP to staff and contractors of high-end art institutions such as museums and galleries for assistance in finding people/businesses specific to this line of work. Proposals will be reviewed by the staff with advisement from the Visual Arts Director. They will give recommendations to the executive director who will make the final hiring decision.

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


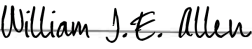
Does this request utilize ARPA/MJRP funds?

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:	Julie Horn	Date:	10/27/2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Click or tap here to enter text.	Date:	Click or tap to enter a date.

william J.E. Allen

11/12/2021

NOI 1120210912 11/15/2021 - 11/21/2021