



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:	Department of Marine Resources Office of Policy and Management		
Department Contract Administrator or Grant Coordinator:	Deirdre Gilbert / Marge Morissette		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 75,000	Advantage CT / RQS #:	13A 20220125000000001734
CONTRACT	Proposed Start Date:	2/1/2022	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:	Coastal Enterprises, Inc		
Brief Description of Goods/Services/Grant:	Provide support to potential applicants to the Working Waterfront Access Protection Program (WWAPP) on behalf of DMR in developing their applications for consideration for allocations from the Land for Maine's Future Board.		

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


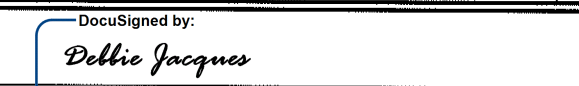
Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION	
<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>	<p>The Legislature has allocated at least \$4 million for the purpose of protecting Maine’s Working Waterfronts through the Land for Maine’s Future (LMF) program. The Governor, the Legislature, and the LMF Board would like to see funds allocated and properties protected as quickly as possible. They have designed a schedule which will begin the application process in February 2022, with applications due later in the spring. The WWAPP is not a grant program. It is a process by which the State purchases a restrictive covenant over a working waterfront property, which restricts the usage of the property in perpetuity. The Department requires assistance in working directly with prospective applicants to explain the program, answer questions, assist with application developments, conduct site visits, and all other tasks associated with bringing prospective projects through the application and review process for presentation to the LMF Board.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p>	<p>CEI previously provided the same services to prospective applicants on behalf of the Department from 2006-2016. Since then there has been only one round of new projects, administered by DMR staff who have since vacated their position. Current staff capacity at DMR requires contracting for assistance in order to meet the Governor and Legislature’s goals. Due to their institutional knowledge of the program and comprehensive knowledge of past projects, CEI is uniquely qualified to assume these responsibilities with no demand on DMR staff time for training or assistance. CEI will provide training to the new DMR staff person who will be starting in a new position in January 2022.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>	<p>CEI has provided the hourly cost for CEI staff assigned to the project, which is consistent with past rates. The contract will allow DMR to purchase enough CEI staff time to support the Program through the critical period from February 2022-July 2022. CEI will bill monthly in accordance with time spent on the program.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>	<p>With the new DMR staff person beginning in January 2022 and having the benefit of working with CEI during this 6 months, it is hoped that it may not be necessary to contract for future services. If it is necessary during the winter of 2023, the Department could go out to bid at that time.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
<p>Does this request utilize ARPA/MJRP funds?</p>	
<p><input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).</p>	
<p><input checked="" type="checkbox"/> No – If No, proceed to Part V.</p>	

PART V: APPROVALS	
<p>The signatures below indicate approval of this procurement request.</p>	

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Patrick C Keltner	Date:	1/28/22
Signature of DAFS Procurement Official:	DocuSigned by:  Debbie Jacques		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	1/31/2022