



## 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, Bureau of Public Health & Aquaculture		
Department Contract Administrator or Grant Coordinator:	Will Fearn / Amanda Webb		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$10,000	Advantage <u>CT</u> / RQS #:	13A 20231221000000001764
<b>CONTRACT</b>	Proposed Start Date:	<b>2/1/2024</b>	Proposed End Date: <b>6/30/2024</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Good Group Decisions DBA Policy Development Inc Brunswick, Maine, 04011		
Brief Description of Goods/Services/Grant:	Professional facilitation services for five regional Aquaculture listening sessions held along the Maine coast		

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 Department of Marine Resources, Bureau of Public Health and Aquaculture is planning to hold five public listening sessions on Aquaculture in Maine during the winter/spring of 2024.

Aquaculture is the fastest-growing sector in marine fisheries in Maine and while this growth is directly beneficial to those individuals and companies earning their living on the water, and more broadly to the Maine coastal economy, there are other perspectives on the aquaculture industry from the public centered around the state's ability to, and process for, granting private rights to marine waters which are held in common trust.

The Aquaculture Division was functionally moved into the Bureau of Public Health in 2023. Because of this transition, DMR would like to take the opportunity to hear from industry members and the public about aquaculture in Maine. These listening sessions will aid DMR in developing both short-term and long-term priorities for the Aquaculture Division.

As these listening sessions are anticipated to generate large crowds of attendees and be controversial, it is crucial DMR utilizes an experienced facilitator who has facilitated marine resource discussions but is also not directly connected to DMR or other regulatory entities in the marine resources space.

These five, two-hour meetings will be structured using a DMR tested model of a panel discussion, then moving to an audience generated list of issues, questions, concerns and identification of what is working. This will be followed by sticker voting on the crowd sourced list, then a group discussion on the top five topics/issues and a brief close out.

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

Mr. Freshly has Bachelors degrees in Political Science and Philosophy from the University of Maine, and a Masters Degree in Public Policy and Management from the Muskie School for Public Service. Mr. Freshly has professionally facilitated over 3,000 meetings. In 2019, Mr. Freshly won the American Civic Collaboration Award and in 2022 he published his third book, "Together We Decide", a top 10 best seller. He has worked with the Maine Departments of Inland Fisheries and Wildlife, Professional and Financial Regulation, Transportation, Education, Agriculture, Conservation and Forestry, Health and Human Services, and Labor. He has worked specifically in the marine sphere with the Gulf of Maine Ocean Observing System, Gulf of Maine Research Institute, Maine Coast Heritage Trust, US Fish and Wildlife, the Island Institute, Maine Sea Grant, and the Nature Conservancy. He is uniquely qualified to partner with DMR and provide facilitation for the planned aquaculture listening sessions because of the breadth and depth of his experience in Maine and specifically in coastal communities. These meetings will be highly contentious and difficult to facilitate successfully with participants who are unfamiliar with structured group conversations.

**PART III: SUPPLEMENTAL INFORMATION**

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

Mr. Freshly has offered a discount for his services from his typical rate of \$1,500 per 2-hour meeting to \$1,250. This would save the department \$1,250. The total contract amount also includes event planning time and time to travel to the five locations including Portland, Damariscotta, Belfast, Ellsworth and Machias. Two years ago, DMR hired a different facilitator who was paid approximately \$1,800 per meeting for 6 meetings and was the only provider who responded to a request for quotes at that time. Their initial quote was significantly lower but required contract amendments to add funds for the work to be fully completed.

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

This program is expected to be a one-time event.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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):	<i>Kohl Kanwit</i>		
Typed Name:	Kohl Kanwit, Director of Public Health & Aquaculture	Date:	Dec 21, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	1/4/2024

# PJF- CT 13A 20231221-1764

Final Audit Report

2023-12-21

Created:	2023-12-21
By:	Amanda Webb (amanda.webb@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA42_7HVLnMEWpIIRwVU1DhkLU5vHRHg9c

## "PJF- CT 13A 20231221-1764" History

-  Document created by Amanda Webb (amanda.webb@maine.gov)  
2023-12-21 - 3:58:48 PM GMT
-  Document emailed to Kohl Kanwit (Kohl.Kanwit@maine.gov) for signature  
2023-12-21 - 3:59:11 PM GMT
-  Email viewed by Kohl Kanwit (Kohl.Kanwit@maine.gov)  
2023-12-21 - 4:16:41 PM GMT
-  Document e-signed by Kohl Kanwit (Kohl.Kanwit@maine.gov)  
Signature Date: 2023-12-21 - 4:17:05 PM GMT - Time Source: server
-  Agreement completed.  
2023-12-21 - 4:17:05 PM GMT