



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Marine Resources/Bureau of Marine Science/Biological Monitoring and Assessment		
Department Contract Administrator or Grant Coordinator:	N/A		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 6,630.00	Advantage CT / RQS #:	13A 20241220000000000897
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	Brooks Trap Mill, Thomaston, Maine		
Brief Description of Goods/Services/Grant:	Ventless Research Lobster Traps		

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.

This is for the purchase of standardized experimental ventless lobster traps made by Brooks Trap Mill. The trap design was developed by ASMFC (small mesh 40x21x16" traps) and used as part of the Regional Lobster Ventless Trap Survey executed by Maine, Massachusetts, New Hampshire, and RI to monitor juvenile and pre-recruit lobsters in the primary range of the American Lobster. The data collected is an essential indicator for lobster stock assessment and management of the lobster resource.

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

This vendor was selected by ASMFC in 2006 and has been providing the traps for all partners since that time.

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

Brooks Trap Mill builds and sells the traps at cost.

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

These standardized experimental ventless traps need to be made to specific criteria to meet the experimental design. If analogous products arise in the coming years, we will discuss fostering competition.

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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Carl Wilson (Dec 23, 2024 12:18 EST)		
Typed Name:	Carl Wilson, Director	Date:	Dec 23, 2024
Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	1/9/2025

PJF RQS 13A 20241220-0897

Final Audit Report

2024-12-23

Created:	2024-12-20
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWrCmm84eCZnmpdQOzGnq2U2cGImCTBlg

"PJF RQS 13A 20241220-0897" History

-  Document created by Mickenzy Breton (mickenzy.breton@maine.gov)
2024-12-20 - 2:29:01 PM GMT
-  Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature
2024-12-20 - 2:29:06 PM GMT
-  Email viewed by Carl Wilson (carl.wilson@maine.gov)
2024-12-23 - 5:17:55 PM GMT
-  Document e-signed by Carl Wilson (carl.wilson@maine.gov)
Signature Date: 2024-12-23 - 5:18:22 PM GMT - Time Source: server
-  Agreement completed.
2024-12-23 - 5:18:22 PM GMT