



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:		Department of Marine Resources / Division of Biological Monitoring and Assessment	
Department Contract Administrator or Grant Coordinator:		HQ Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 87,734	Advantage <u>CT</u> / RQS #:	13A 20241210000000001521
CONTRACT	Proposed Start Date:	12/20/2024	Proposed End Date: 2/28/2026
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:		University of Maine, Darling Marine Center, Michelle Staudinger, Walpole, Maine	
Brief Description of Goods/Services/Grant:		To carry out National Sea Grant-funded research project on lobster growth in the first year	

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 objective of this grant is to leverage the Department's recent efforts in order to evaluate existing monitoring programs in light climate change, and to update knowledge used by the stock assessment and other analyses on growth within the first year of lobsters. This work was selected for funding by the National Sea Grant office as a part of the 2024 American Lobster Research Program and listed as a research priority in the 2020 ASMFC American lobster stock assessment. The results of this work will have implications both for the field of lobster research and lobster fishery management.

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

Dr. Michelle Staudinger (University of Maine) and a graduate student (Chloe Root) will be responsible for carrying out the research project activities including joining the ME DMR Larval Survey, performing laboratory experiments, tagging lobsters, and analyzing data related to the larval and settlement surveys and that which is collected within this study. This contract includes training and supervising the graduate student during all lab analyses and data analysis. Dr. Staudinger will co-author all materials and publications resulting from this work. Dr. Staudinger is uniquely qualified to carry out this work based on her partnership with ME DMR on multiple projects, her past work in phenology studies, position at the Darling Marine Center, and expertise in modelling.

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

The negotiated costs are based on an itemized budget generated by Dr. Staudinger. These costs include graduate student support, lab supplies, and costs associated with data analysis. All student costs were estimated at the University approved rates. The total budget and Dr. Staudinger's requested costs were deemed appropriate by Sea Grant reviewers during the proposal selection process.

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

The need for future research of this nature is routinely evaluated by DMR staff. DMR staff will pursue additional external funding sources as needed.

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):	<i>Meredith Mendelson</i> Meredith Mendelson (Jan 22, 2025 13:59 EST)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Jan 22, 2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	1/27/2025






PJF CT 13A 20241210-1521

Final Audit Report

2025-01-22

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