



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:		DMR Bureau of Sea Run Fisheries and Habitat	
Department Contract Administrator or Grant Coordinator:		Casey Clark / HQ-Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 30,630	Advantage <u>CT</u> / RQS #:	13A 20250122000000001785
CONTRACT	Proposed Start Date:	1/23/2025	Proposed End Date: 1/15/2026
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:		Inter-Fluve, 501 Portway, Suite 101 Hood River, OR 97031	
Brief Description of Goods/Services/Grant:		Bid package and supporting materials for construction of the Farwell Dam fish passage in Lisbon, ME.	

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.

Inter-Fluve will develop bid documents based on engineer completed under a previous contract to inform fish passage implementation on the Sabattus River. This project could result in the largest run of sea-run fish in the Androscoggin if completed. Federal funding is available to implement this project if a bid package is completed in a timely manner. This contract will move the project through the final design for contract benchmark, to be delivered in early January 2025. These are necessary steps before construction of fish passage solutions at the Farwell Dam site can commence.

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

Inter-Fluve has extensive design experience with this project and enough time and capacity to complete bidding phase of the project. DMR does not have engineers that can complete this work. There is no other design firm with the depth of experience at this site that has conducted the surveys and engineering activities necessary at this phase of design to assemble a bid package and meet the timetable associated with granting sources. Without Inter-Fluve to conduct these tasks, DMR could not complete this project.

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

The rates for each task were reviewed by a federal engineer as fair and reasonable. Inter-Fluve has a proven track record of completing work on the agreed timeframe and within budget. Given the time sensitive nature, Inter-Fluve is the only firm that can complete this task at this time.

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

If in the future, if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate each equally.

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):	 Meredith Mendelson (Jan 22, 2025 16:05 EST)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Jan 22, 2025
Signature of DAFS Procurement Official:	 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	1/29/2025






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Final Audit Report

2025-01-22

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