



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:	Sean Ledwin / HQ Finance		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 200,000	Advantage <u>CT</u> / RQS #:	13A 20241220000000001616
CONTRACT	Proposed Start Date:	11/22/2024	Proposed End Date: 11/21/2026
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:	Project SHARE, Cherryfield, Maine		
Brief Description of Goods/Services/Grant:	Hire an engineering firm to design the Old Eastport Rd./ Corbet Brook road crossing		

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.

Project SHARE has been working with landowners and other partners on a number of high priority restoration projects in the Downeast watersheds. Specifically, they will oversee topographic surveys and a fish passage design process with a qualified engineer for Corbet Brook in consultation with DMR.

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

As Project SHARE is already conducting these projects with landowner agreements, they are the appropriate and only entity that can conduct this work. Project SHARE has extensive expertise in executing these infrastructure improvements and stream restoration activities within this valuable resource area. Project SHARE has existing funding from other sources to partially implement these projects.

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

Project SHARE has an extensive track record of implementing projects in a cost effective and efficient manner in partnership with DMR. Project SHARE has agreements with qualified contractors and engineers who can complete the project within the agreed upon timeframe and has a proven track record of project completion. This includes many entities that provide their services in-kind or at cost. Project SHARE has secured or has pending requests for additional funds to make the projects complete.

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

If in the future 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 24, 2025 16:26 EST)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Jan 24, 2025
Signature of DAFS Procurement Official:	 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	1/31/2025





PJF CT 13A 20241220-1616

Final Audit Report

2025-01-24

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