



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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 Sea Run Fisheries and Habitat		
Department Contract Administrator or Grant Coordinator:	Sean Ledwin/HQ Finance		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	13A	Advantage CT / RQS #:	2022071800000000185
Amount: (Contract/Amendment/Grant)	\$82,500		
CONTRACT	Proposed/Original Start Date:	8/12/2022	Proposed/Most Recent End Date: 12/15/2026
AMENDMENT	New Effective Date:	1/5/2026	New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Downeast Salmon Federation, Columbia Falls, Maine		
Brief Description of Goods/Services/Grant:	Water and wastewater assessment in the West Branch of the Pleasant River watershed		

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 checked="" 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. Higher Education 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 West Branch Pleasant River is a tidally restricted marsh habitat in Addison, Maine. The successful restoration of the watershed to a functional salt marsh can only continue with community support and that support is contingent on describing the risk (if any) to private and public infrastructure such as well and wastewater systems. This contract will cover the necessary technical investigation of the infrastructure to describe potential risk and develop a mitigation plan as necessary.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Downeast Salmon Federation has been working with the landowners of this community for several years and has received partial funding from DMR Coastal Program in past years for other elements of this project including marsh conditions. The Downeast Salmon Federation has extensive project management experience with this project and enough time and capacity to complete this project. The Downeast Salmon Federation has solicited an RFP to gather and evaluate proposals for the technical aspect of this work. They have chosen a highly qualified consultant firm with direct experience in the type of water and wastewater systems needed for this project based on a 'low-bid' process.

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

DMR is provided funding for this element of a larger project (West Branch Pleasant Restoration project). Downeast Salmon Federation has secured additional funds for other elements of the project to further the goal of the project to restore the tidal marsh. The Downeast Salmon Federation has an agreement with a subcontractor who can complete this work at low cost, can complete the project within the agreed upon timeframe, and has a proven track record of project completion. DMR has worked with the Downeast Salmon Federation on a number of projects where they managed the construction and project oversight.

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) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	<i>Carl Wilson</i> <small>Carl Wilson (Dec 30, 2025 15:16:20 EST)</small>		
Typed Name:	Carl Wilson, Commissioner	Date:	30/12/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	1/5/2026

PJF CT 20220718-0185 Amendment 12-22-25

Final Audit Report

2025-12-30

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