



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 – BMS/Marine Mammal Research/Modeling Program		
Department Contract Administrator or Grant Coordinator:	Julia Stepanuk		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	13A	Advantage CT / RQS #:	20240628000000003830
Amount: (Contract/Amendment/Grant)	\$ 56,017.80		
CONTRACT	Proposed/Original Start Date:	7/1/2024	Proposed/Most Recent End Date: 9/30/2026
AMENDMENT	New Effective Date:	1/12/2026	New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Bigelow Lab for Ocean Science East Boothbay, ME		
Brief Description of Goods/Services/Grant:	Conduct habitat sampling data collection and analysis using active acoustic monitoring.		

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.

This contract will amend “The Bigelow-DMR Data and Modeling Collaborative” housed within the Tandy Center for Ocean Forecasting at Bigelow Laboratory to:

- Develop a habitat sampling program to better understand the oceanographic and prey drivers of large whales in the Gulf of Maine. This includes the purchase of equipment and funding to cover travel costs for monthly field research conducted alongside ongoing DMR monitoring programs within the Division of Marine Mammal Research

- Develop analyses and models that use active acoustics prey data to better understand right whale habitat use to inform monitoring efforts.

This amendment provides support for Tandy Center staff members to develop and implement a research monitoring program that supports DMR habitat monitoring surveys. Surveys operate monthly, with the objective of obtaining line transect distance sampling data on marine mammals and marine fauna.

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 selected vendor is an established expert in the field of active acoustics research, specifically in regard to large whale prey and the key zooplankton species that inhabit the Gulf of Maine, including multiple scientific publications directly applicable to the work that DMR is conducting through the Division of Marine Mammal Research Habitat Sampling Program. The existing contract includes the development of spatial right whale prey layers that will be used in the modeling work that results from DMR-led vessel surveys. To build on the work conducted in the existing contract, staff in the Tandy Center for Ocean Forecasting will collect zooplankton data concurrent with ongoing field research that can be used to inform model development and to support decision making. Their skills include zooplankton field research, active acoustics setup, deployment, data collection, analysis, and modeling, operation under federal marine mammal permits, and knowledge of line transect distance sampling survey operations.

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

The negotiated costs are in congruence with the initial contract and reflect existing rates for personnel time, which has been increased at the request of DMR to accommodate additions to the Scope of Work.

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

PART III: SUPPLEMENTAL INFORMATION

Should another vendor become available in the future that could provide these services DMR would consider putting them out to bid.

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): Carl Wilson
[Carl Wilson \(Jan 16, 2026 16:06:12 EST\)](#)

Typed Name: Carl Wilson, Commissioner

Date: 16/01/2026

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:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	1/22/2026

PJF CT 13A 20240628-3830 Amendment 1-14-26

Final Audit Report

2026-01-16

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