



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	DMR, Commissioner's office		
Department Contract Administrator or Grant Coordinator:	Meredith Mendelson		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	13A 20220110000000001654
CONTRACT	Proposed Start Date:	1/28/2022	Proposed End Date: 3/31/2022
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:	Coastal Enterprises, Inc. 30 Federal Street, Suite 100, Brunswick, ME 04011		
Brief Description of Goods/Services/Grant:	Planning and Design services for Seafood Dealers and Processors Covid-19 Relief Program (Maine Jobs and Recovery Plan using ARPA funds)		

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 checked="" 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.

CEI will provide planning, design and program development services for a DMR grant program to provide pandemic relief to seafood wholesale dealers and processors who were adversely impacted by Covid-19. Using American Rescue Plan Act (ARPA) funds allocated through the Maine Jobs and Recovery Plan, this program is one of the Governor's priority relief programs for heritage industries expected to be implemented in Q1 2022. CEI will help DMR develop eligibility criteria, a communications strategy to eligible entities, application structure and process, and post-award processes such as appeals, verification and monitoring requirements. Final program design, eligibility, scoring and decisions will be retained by DMR, and issuance of payments will be done internally to the state through the Controller's office.

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

As part of the Governor's heritage industries relief package, this program needs to be implemented quickly and efficiently. CEI has unique and extensive experience with seafood businesses that makes it well positioned to develop a program that meets this sector's needs. CEI is also supporting a very similar program for DACF, and there are opportunities for cost efficiencies to be realized by both DMR and DACF in the implementation phase as a result of using the same vendor, and CEI has experience designing and planning the frameworks, systems, and applications for effective program implementation and oversight. Most importantly, due to this alignment in program objectives with DACF programs, DMR's program will be able to be implemented in Q1 2022 in alignment with the Governor's objectives for these programs.

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

CEI's rate based on the scope of program design is considered fair and reasonable. CEI is expected to have several staff working on this project and although the duration is limited, the work will be substantial and deadline-driven.

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

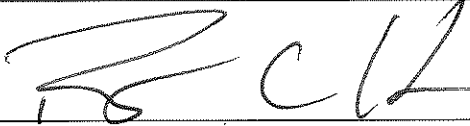

Given the unique circumstances of the federal relief funding, particularly ARPA funds for MJRP programming which has had significant delays due to the need to wait for federal guidance on eligible uses, there is an increased need to implement programs quickly and disperse money to affected entities as quickly as possible. The normal procurement process would delay access to these funds by impacted businesses much further, and may cause substantial economic impacts that are avoidable by using a sole source contract.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input checked="" type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Patricia C Keliker	Date:	2/2/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	2/7/2022