



## 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:                     |                      | Sea-Run Fisheries and Habitat                               |                                     |
| Department Contract Administrator or Grant Coordinator: |                      | Sean Ledwin / Amanda Webb                                   |                                     |
| (If applicable) Department Reference #:                 |                      |   |                                     |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 6,791.22          | Advantage CT / RQS #:                                       | 13A<br>20230206000000000958         |
| <b>CONTRACT</b>   | Proposed Start Date: | <b>2/15/2023</b>  | Proposed End Date: <b>6/30/2023</b> |
| <b>+AMENDMENT</b>                                       | Original Start Date: |   | Effective Date:                     |
|   | Previous End Date:   |   | New End Date:                       |
| <b>GRANT</b>  | Project Start Date:  | 1/1/2023  | Grant Start Date: 1/1/2023          |
|   | Project End Date:    | 12/31/2023  | Grant End Date: 12/31/2023          |
| Vendor/Provider/Grantee Name, City, State:              |                      | Oregon RFID, Inc<br>Portland, OR 97206                      |                                     |
| Brief Description of Goods/Services/Grant:              |                      | PIT tag antenna and reader equipment for fish passage study |                                     |

| 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.

This equipment is to increase the capacity of a PIT tag antenna system designed for a fish passage study at Togus Fishway.

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

To be compatible with the existing equipment at the fishway, Oregon RFID is the sole manufacturer that can be used to purchase this equipment.

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

Fair market value was quoted by the vendor.

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

If in the future new equipment is needed, all potential vendors will be evaluated equally.

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



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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): |  2/8/23            |       |           |
| Typed Name:  | Sean Ledwin, Bureau Director  | Date: | 2/8/23    |
| Signature of DAFS Procurement Official:                          | DocuSigned by:<br> |       |           |
| Typed Name:  | William J.E. Allen  | Date: | 2/15/2023 |

NOI 0220230168 02/15/2023 - 02/21/2023