



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:	Marine Resources		
Department Contract Administrator or Grant Coordinator:	Heather Glon/HQ Finance		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 12,500	Advantage <u>CT</u> / RQS #:	13A 20250117000000001768
CONTRACT	Proposed Start Date:	2/15/2025	Proposed End Date: 2/15/2026
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:	Maura Niemisto, Portland, Maine		
Brief Description of Goods/Services/Grant:	Identifying and processing biological specimens, 2 seasons		

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.

During each day of MEDMR lobster larval survey, MEDMR scientists collect and preserve one zooplankton tow at a well-studied site in the region in Zone E. In 2024, they collected 13 samples and are anticipated to collect 18 in 2025. These samples are collected to determine the seasonality of Calanus and other likely prey items for American lobster larvae. The contractor will process the zooplankton tows collected during the MEDMR larval survey. MEDMR does not currently have the correct instrumentation, training, or capacity to process these samples. The contractor will create and present a final powerpoint presentation comparing each year's zooplankton results with results from previous years.

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

Maura Niemisto is an expert taxonomist in the State of Maine who holds the identification skills necessary to complete this project. She is highly knowledgeable about the Gulf of Maine zooplankton and performs work similar to the requested contract regularly. She has been contracted for the past several years to assist with the DMR Larval Survey project and knows how to process the samples to our specifications, as well as make a final presentation that compares the current year with past years.

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

Maura has been contracted using a low-cost service contract for the past several years. The new service contract reflects the further development of taxonomic skills, inflation, and collection of additional samples. Her rate reflects the high quality of work provided in the past.

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

The pool of active and expert zooplankton taxonomists in the state of Maine is limited; however, we will continue to develop relationships and an understanding of knowledge, skills, and abilities (KSA) of any potential partners over the coming two years should the need for competition arise in the future.

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):	<i>Carl Wilson</i> Carl Wilson (Jan 17, 2025 19:07 EST)		
Typed Name:	Carl Wilson, Director	Date:	Jan 17, 2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	2/19/2025

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Final Audit Report

2025-01-18

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