



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:		Maine Office of Community Affairs, Maine Coastal Program	
Department Contract Administrator or Grant Coordinator:		Tripp Henderson	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage CT / RQS #:	20260128000000001611
Amount: (Contract/Amendment/Grant)		\$ 52,788	
CONTRACT	Proposed/Original Start Date:	1/27/2026	Proposed/Most Recent End Date: 12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Audubon, Falmouth, Maine	
Brief Description of Goods/Services/Grant:		Provide direct technical assistance and reference materials on tidal restoration to regional planning organizations, municipalities, and Tribal governments including revision and creation of new training materials and execution of two training courses in 2026.	

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. 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.	
<p>MCP, with NOAA funding, created the Coastwise program to help technical and non-technical audiences practice better techniques for restoration of tidal flow to areas that are currently restricted with undersized infrastructure and other barriers. Restoration of tidal flow improves the health of coastal ecosystems and creates more resilient infrastructure to withstand future storms and sea level rise. Tidal crossings are much more complex than freshwater crossings and require a great deal more professional and local engagement - outreach and education to a broader audience are the best tools to encourage local support for choosing CoastWise solutions to remove tidal restrictions. The objectives of Coastwise track those of the legislatively adopted Maine Won't Wait, Climate Action Plan and the mission of Maine's new Office of Community Affairs.</p> <p>While the Coastwise program has previously delivered information to technical audiences (engineers, and scientists), MCP has not completed a program for local audiences, a required deliverable under its current grant with NOAA. Lack of completion of this work could cause MCP to be out of compliance with its federal grant terms and work needs to be completed in 2026.</p> <p>With this contract, the vendor will revise existing technical training materials for a non-technical audience and present information to staff of regional planning organizations, municipal and Tribal governments and municipal decision makers like Selectboard members and town committees. The work performed under this contract will deliver required products for MCP's current grant.</p> <p>Specifically, Maine Audubon will: develop and execute two training courses in early spring 2026 targeting 30 staff members from various communities for each training; disseminate printed copies of the newly updated CoastWise manual; reprint and distribute the "<i>Salt Marshes in the Gulf of Maine</i>"; develop and revise PowerPoint presentations; create two timelapse videos of the tidal cycle at two different crossing structures; create new handout materials, provide support for presenters, secure venues and all arrangements for the workshops.</p>	
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.	
<p>Maine Audubon, the selected vendor, is uniquely qualified to deliver these services due to prior experience, understanding of tidal systems, and the expertise of their education staff. Maine Audubon previously created an analogous program for inland waters upon which Coastwise was based and has delivered numerous presentations for local officials on technical matters. In addition, Maine Audubon has been a key partner in the development and implementation of CoastWise. The organization has the capacity to do this work within MCP timelines.</p>	

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

Costs were based on Maine Audubon’s expenses with an analogous training program with similar services, contractors, and deliverables. As a non-governmental organization, Maine Audubon can deliver these services at far lower cost than private engineering and planning firms. In addition, a steering committee for CoastWise, (including private/NGO/governmental experts) agreed that the proposed services are good value.

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

We will work with Office of State Procurement Services to perform the most appropriate competitive procurement process to ensure we comply with the latest policies and procedures.

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):



Typed Name:

Jocelyn Runnebaum

Date:

01/29/2026

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:			
Typed Name:	Justin Franzose	Date:	2/18/2026