



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: | Marine Resources/Biological Assessment/ | | |
| Department Contract Administrator or Grant Coordinator: | Kevin Staples/Amanda Webb | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ \$11,000.00 | Advantage CT / RQS #: | 13A 2023020100000002003 |
| CONTRACT | Proposed Start Date: | 3/17/2023 | Proposed End Date: 9/30/2024 |
| 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: | Maine Lobstermen's Association, Kennebunk, ME | | |
| Brief Description of Goods/Services/Grant: | Services outlined in the 2022 Sea Grant Lobster Research Award, including fishermen recruitment for participation and outreach. | | |

| 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.

The justification for this contract is attributed to the vendor's status as a co-PI on a grant award, which uniquely qualifies them for a pass through contract for the amount listed. As a co-PI, they are expected to fulfill the duties and responsibilities outlined in the grant proposal that are necessary to achieve the anticipated project outcomes, including recruiting fishermen to participate in the project, serving as a willing communication nexus between the State and the participant, and disseminating relevant materials to their membership.

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

The Maine Lobstermen's Association is one of the 3 listed fishing industry co-PIs on the awarded grant. These partners have the expertise necessary to accomplish project goals related to recruiting and communicating with fishermen and disseminating material to their membership.

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

The negotiated costs in the contract are identical to those approved by the federal grant officer, outlined in the proposed budget. These costs cover the personnel costs negotiated between the DMR and the grant co-PI. The funding to cover these costs was received via a national Sea Grant award, as alluded to earlier in this document.

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

Future competition for the services provided on future external grants will be open to all potential collaborating researchers who have experience working with fishermen and disseminating project results to their membership.

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

Does this request utilize ARPA/MJRP funds?

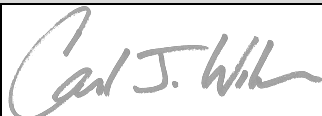
Yes – If Yes, please attach the approved Business Case(s).

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):



Typed Name:

Click or tap here to enter text.

Date:

Mar 7, 2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille

Typed Name:

891CE7A1493D45B...

Martha Verhille

Date:

3/20/2023


20230307.AF.MLA.Justification2.KWS

Final Audit Report


2023-03-07

| | |
|-----------------|---|
| Created: | 2023-03-07 |
| By: | Bethany Trussell (bethany.trussell@maine.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAR8a5izuEoT0xnhRRN0F0vCJV15V4okVI |


"20230307.AF.MLA.Justification2.KWS" History

 Document created by Bethany Trussell (bethany.trussell@maine.gov)

2023-03-07 - 8:33:10 PM GMT

 Document emailed to carl.wilson@maine.gov for signature

2023-03-07 - 8:33:25 PM GMT

 Email viewed by carl.wilson@maine.gov

2023-03-07 - 8:42:02 PM GMT

 Signer carl.wilson@maine.gov entered name at signing as Carl Wilson

2023-03-07 - 8:42:43 PM GMT

 Document e-signed by Carl Wilson (carl.wilson@maine.gov)

Signature Date: 2023-03-07 - 8:42:45 PM GMT - Time Source: server

 Agreement completed.

2023-03-07 - 8:42:45 PM GMT