



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:	Environmental Protection/Environmental Assessment/Marine Unit		
Department Contract Administrator or Grant Coordinator:	Cheyenne Adams		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 7,200	Advantage CT / RQS #:	06A 20230308*2283
CONTRACT	Proposed Start Date:	4/1/2023	Proposed End Date: 12/31/2023
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:	Normandeau Associates, Inc., Bedford, New Hampshire		
Brief Description of Goods/Services/Grant:	Assembly of a Standard Operating Procedures document for regional seagrass mapping in Maine, and 20 hours of on-call consulting services to address any questions that may arise during the 2023 field season.		

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 Marine Unit of the Division of Environmental Assessment recently established the Marine Vegetation Mapping Program, as legislatively mandated, in part to delineate seagrass distribution in Maine beginning in 2023. Normandeau Associates Inc. has, under contract with the Department, mapped seagrass distribution in Maine in 2021 and 2022. To ensure a smooth transition, comparable and repeatable results, and develop the new Department program efficiently, the Department requires services to 1) assemble a comprehensive Standard Operating Procedure of regional seagrass mapping in Maine, and 2) provide on-call consultation to address any questions that may arise during the 2023 field season. The project deliverable and written communications will also serve as a valuable reference material for the Marine Vegetation Mapping Program and project partners going forward.

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

The selected vendor was the highest scoring bidder from the competitive process for RFP # 202102029, and thus completed the survey coordination and seagrass delineation in 2021 and 2022. Having this prior experience of conducting the most recent regional-scale seagrass mapping efforts in Maine, the vendor is uniquely qualified to provide the required services. Additionally, the vendor met and exceeded all performance expectations during the execution of 2021 and 2022 contracts to coordinate surveys and delineate seagrass in Southern Maine and Casco Bay, respectively.

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

The negotiated costs include sufficient staff time to prepare both a draft and final Standard Operating Procedure document, as well as 20 hours of on-call consulting services. Pricing was based on the estimated number of hours required to assemble the document. Considering the selected vendor's unique experience with regional seagrass mapping in Maine at a regional-scale and the Department's desire to carry forth identical methods for annual mapping, there is no other known vendor that could provide similar services with the efficiency of Normandeau Associates.

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

No similar services are expected to be required in the future.

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):	<i>David R. Madore for Melanie Loyzim</i>		
Typed Name:	Melanie Loyzim	Date:	Mar 23, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i>		
Typed Name:	<small>891CE7A1493D45B...</small> Martha verhille	Date:	3/23/2023