



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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:		Dept of Agriculture, Conservation & Forestry/Bureau of Resource Information & Land Use Planning	
Department Contract Administrator or Grant Coordinator:		Judith C East, Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,500	Advantage CT / RQS #:	CT 01A 20240222*2305
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date: 9/30/2025
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:		Tridec Technologies, Huber Heights, OH	
Brief Description of Goods/Services/Grant:		Tridec provides administrative support, and training for DMR's NOAA Coastal Fellow, Rachael Hamilton. She will provide technical assistance to also support BRILUP coastal towns about adaptation to climate change	

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 checked="" 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.

Maine benefits greatly from participation in the NOAA fellowship program. In exchange for nominal match, DMR/DACF will host a highly qualified post-masters degree new professional for projects that support coastal management in Maine.

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

The fellowship program is a NOAA federal agency program that ME is chosen to participate in on a competitive basis. NOAA runs the program but administers it through a 3rd party contractor, Tridac. The latter was chosen by NOAA in 2023 as the vendor via a federal competitive process. When participating in the program, Maine is required to match federal funds from NOAA with non-federal funds at \$7500 for each of two years.

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

Participation in the 2-year NOAA fellowship program requires matching at \$7,500 per year set price. This CT supports DACFs 50% of the non-federal matching contribution for Year 2 of the fellowship program. DACF will support 50% of the costs with plans to pay \$3,750 obligation in FY24 and \$3,750 in FY25.

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

There are no plans for compete for these services. When DMR/DACF gets accepted into the fellowship program, we are required to provide matching funds to NOAA's chosen contractor.

### 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):	DocuSigned by: <i>Amanda E. Beal</i>		
Typed Name:	Amanda Beal, Commissioner	Date:	3/12/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	Martha verhille	Date:	3/20/2024