



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 OFFICE OF STATE 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 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/Marine Mammal Research/Survey Program		
Department Contract Administrator or Grant Coordinator:		Sarah Leiter, Survey Program Lead		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 20,000	Advantage <u>CT</u> / RQS #:	13A 20240129000000002109
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	2/1/2024	Effective Date:	2/1/2025
	Previous End Date:	1/31/2025	New End Date:	3/31/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Mysticetus LLC., Bellevue, WA		
Brief Description of Goods/Services/Grant:		Software for Marine Species Data Collection and Associated Services		

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 checked="" 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 Division of Marine Mammal Research requires software specifically designed for the collection of marine species data for initiation and implementation of visual marine species survey work in the Gulf of Maine. This program must be equipped with the capabilities to collect and summarize visual survey data. The visual survey program requires software that can be customized to the data needs of the program, have demonstrated alignment with industry standards for these data types, and integrate with scientific equipment. Software subscriptions for data collection in 2025 and associated services are required for each project (aerial surveys & vessel surveys).

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

The Contractor, Mysticetus LLC, is the Single Source/Unique Vendor of software and project services with a custom product for marine species data collection. In addition to their software, they provide services for equipment set up, a customized interface, project optimization, training, technical support, and product deployment and integration. This software provides a standardized data collection process, secure access for onshore monitoring of survey effort and data collection, automated data storage options for data back-up, and tools for data visualization and project reporting. Each project requires an additional subscription and support services, and the Division of Marine Mammal Research will continue with and aerial and vessel survey projects in 2025. Each project will require a dedicated program subscription and associated technical support services (included in the subscription) not previously included in this contract.

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

The negotiated costs are fair and reasonable given the capabilities of this custom marine species data collection software and extensive project services that Mysticetus LLC can provide the Division of Marine Mammal Research for the continuation of the aerial and vessel survey projects.

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

The Contractor will remain the Single Source/Unique Vendor for marine species visual survey data collection software and associated support services. They will provide the necessary Mysticetus LLC software. The Contractor will provide technical support for the program as required.

**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):	 <a href="#">Carl Wilson (Jan 24, 2025 21:04 EST)</a>		
Typed Name:	Carl Wilson, Director, Bureau of Marine Science	Date:	Jan 24, 2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	2/14/2025

# PJF CT 13A 20240129-2109 - Amendment 1-13-25

Final Audit Report

2025-01-25

Created:	2025-01-23
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAw6neRK_xN13MwHAUBkPv-4Pbe7bRuJAX

## "PJF CT 13A 20240129-2109 - Amendment 1-13-25" History

-  Document created by Mickenzy Breton (mickenzy.breton@maine.gov)  
2025-01-23 - 8:23:59 PM GMT
-  Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature  
2025-01-23 - 8:24:04 PM GMT
-  Email viewed by Carl Wilson (carl.wilson@maine.gov)  
2025-01-25 - 2:04:22 AM GMT
-  Document e-signed by Carl Wilson (carl.wilson@maine.gov)  
Signature Date: 2025-01-25 - 2:04:54 AM GMT - Time Source: server
-  Agreement completed.  
2025-01-25 - 2:04:54 AM GMT

### Certificate Of Completion

Envelope Id: D98D0401-6C70-4E6E-861D-77865804FC75	Status: Completed
Subject: Complete with Docusign: ITP-254482 PJF Mysticetus.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 64.135.140.27

### Record Tracking

Status: Original 2/14/2025 4:36:35 PM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

### Signer Events

Joseph Zrioka  
joseph.a.zrioka@maine.gov  
Director of IT Procurement  
State of Maine - Office of Information Technology  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
EA813178102243C...  
Signature Adoption: Pre-selected Style  
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Sent: 2/14/2025 4:39:25 PM  
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Signed: 2/14/2025 4:39:56 PM

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### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

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### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Lauren J Mournouris  
lauren.j.mournouris@maine.gov  
Security Level: Email, Account Authentication (None)

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**Electronic Record and Signature Disclosure:**  
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IT Procurement Team email  
ITProcurement@maine.gov  
Security Level: Email, Account Authentication (None)

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Mickenzy Breton  
Mickenzy.breton@maine.gov  
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	2/14/2025 4:39:24 PM
Certified Delivered	Security Checked	2/14/2025 4:39:34 PM
Signing Complete	Security Checked	2/14/2025 4:39:56 PM
Completed	Security Checked	2/14/2025 4:39:57 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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