



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/Bureau of Sea-Run Fisheries and Habitat | | |
| Department Contract Administrator or Grant Coordinator: | Sean Ledwin | | |
| (If applicable) Department Reference #: | N/A | | |
| Amount: (Contract/Amendment/Grant) | \$ 20,910 | Advantage <u>CT</u> / RQS #: | 13A 20250320000000002202 |
| CONTRACT | Proposed Start Date: | 5/1/2025 | Proposed End Date: 12/31/2025 |
| 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: | St. Croix International Waterway Commission Calais, ME, 04619 | | |
| Brief Description of Goods/Services/Grant: | Complete a fish count project at the Woodland Dam and report of results to DMR. | | |

| 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.

SCIWC will staff and conduct a fish count at Woodland Dam on the St. Croix River in 2025. Results of the count will be provided to DMR at the end of the counting season to be posted on the DMR Trap Count Statistics website.

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

Fish counts have been carried out in the St. Croix River since 1981 and have been instrumental in driving and informing the restoration process for the river. The St. Croix International Waterway Commission has been the coordinating body for the fish counts for nearly that entire time period. The count will be moving to Woodland Dam now that Milltown Dam has been removed. Only SCIWC has the experience and background to conduct these activities in a new location. Only SCIWC has the trust and backing of all the St. Croix River Restoration partners, including Woodland Pulp, LLC, the owners of the dam and fishway, to complete this activity in a timely and complete manner.

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

This contract represents a portion of the total alewife count cost. These rates include hiring two technicians, purchasing camera equipment, constructing an appropriate "rig" to facilitate placement of the counting apparatus, and computer time to tally the count at the end of the run period.

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

In the future, if another organization/s makes itself available to do the same quality of work for the same costs DMR will consider all applications equally.

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.

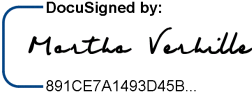
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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): | <i>Sean Ledwin</i> | | |
| Typed Name: | Sean Ledwin, Director | Date: | 24/03/2025 |
| Signature of DAFS Procurement Official: |  | | |
| Typed Name: | Martha Verhille | Date: | 3/27/2025 |





PJF CT 13A 20250320-2202

Final Audit Report

2025-03-24

| | |
|-----------------|-----------------------------------------------|
| Created: | 2025-03-24 |
| By: | Mickenzy Breton (mickenzy.breton@maine.gov) |
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