



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:	Inland Fisheries and Wildlife / Engineering / Water Access		
Department Contract Administrator or Grant Coordinator:	Diano Circo, Chief Planner		
(If applicable) Department Reference #:	BGS-3639		
Amount: (Contract/Amendment/Grant)	\$11,402.50	Advantage CT / RQS #:	20250310*2071
CONTRACT	Proposed Start Date:	3/24/2025	Proposed End Date: 1/30/2026
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:	VC0000165692 Northeast Archaeology Research Center, Farmington, ME		
Brief Description of Goods/Services/Grant:	Phase II Archaeological Survey for DIFW Salt Pond Property in Blue Hill		

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.

A phase II archaeological survey has been requested by the Maine Historic Preservation Commission as part of the required Section 106 review for federal funding to build a new water access site on Salt Pond in Blue Hill.

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

Vendor is familiar with the federal Section 106 and Maine Historic Preservation Commission requirements for this work and completed the phase I archaeological survey for this property in 2024.

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

Costs are in-line with similar archaeological surveys the Department has contracted.

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

The Department will continue to explore alternative vendors.

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):			
Typed Name:	Richard Parker, Director of Engineering	Date:	3-10-25
Signature of DAFS Procurement Official:	<div data-bbox="542 562 797 663" style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small> </div>		
Typed Name:	Martha Verhille	Date:	3/27/2025