



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:		DMR Bureau of Sea Run Fisheries and Habitat		
Department Contract Administrator or Grant Coordinator:		Sean Ledwin / Amanda Webb		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 52,635.00	Advantage <u>CT</u> / RQS #:	13A 2022071800000000185	
CONTRACT	Proposed Start Date:		Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	8/12/2022	Effective Date:	3/15/2023
	Previous End Date:	6/30/2023	New End Date:	6/30/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Downeast Salmon Federation, Columbia Falls, Maine		
Brief Description of Goods/Services/Grant:		Project Management Downeast Fish Passage		

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 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 Downeast Salmon Federation (DSF) will provide oversight for anadromous fish passage improvements at former powersite below Meddybemps Lake on the Denny's River, fish passage designs for the Chain Lakes project in the Machias, and fishway maintenance at multiple projects including baffle replacement and repair. The improvements will consist of contracting and overseeing a qualified construction firm for the removal of a dam and regrading of a channel, overseeing an engineering consultant, providing permitting support, and purchasing and installing baffles.

This amendment tasks DSF with overseeing more engineering work (survey, feasibility, cost estimate) for Meddybemps Lake Dam, as well as overseeing the contractor performing emergency gate install on Meddybemps Dam.

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

The Downeast Salmon Federation has been working with the landowners at the site and completed the fish phase of these projects, and has received partial funding from DMR last year and the USFWS for implementing this project. The Downeast Salmon Federation has extensive project management experience with this project and enough time and capacity to complete this project. DMR does not have program staff that can oversee the construction and permitting, particularly given some budget reductions with contract staff at DMR and the remote nature of this project. The Downeast Salmon Federation is also contributing funding to this project. Without the Downeast Salmon Federation managing the project, DMR could not complete this project.

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

DMR is provided only partial funding for this effort and the Downeast Salmon Federation has secured additional funds to make the project complete. The Downeast Salmon Federation has an agreement with a subcontractor who can complete this work at low cost, can complete the project within the agreed upon timeframe, and has a proven track record of project completion. DMR has worked with the Downeast Salmon Federation on a number of projects where they managed the construction.

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

If in the future, if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate each equally.

PART III: SUPPLEMENTAL INFORMATION

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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):			
Typed Name:	Patrick Keliher, Commissioner	Date:	3/27/23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Martha Verhille	Date:	4/4/2023