



### 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:		DMR Bureau of Sea Run Fisheries and Habitat	
Department Contract Administrator or Grant Coordinator:		Sean Ledwin / HQ Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 70,000	Advantage <u>CT</u> / RQS #:	13A 20250403000000002292
CONTRACT	Proposed Start Date:	4/1/2025	Proposed End Date: 6/30/2026
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:		Atlantic Salmon Federation Brunswick, Maine	
Brief Description of Goods/Services/Grant:		Provide contract staff to assist in monitoring and recovery of sea-run fish restoration efforts	

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.

The Atlantic Salmon Federation (ASF) will provide oversight for anadromous fish passage monitoring and recovery efforts in Maine. ASF will hire contractors and agents to assist with monitoring and recovery efforts. ASF and its agents will use the funding to compensate time, purchase supplies and implement monitoring and restoration projects. ASF will ensure compliance with state and federal permit requirements and verify that any work is done according to state and federal statutory requirements. ASF will ensure that DMR and other interested parties are up to date with progress and project elements.

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

ASF has been working with the towns, communities, and other project partners in the Sandy River, Sheepscot River, and other Maine Locales for years to gain support to implement restoration projects. ASF has extensive project management experience and, with this contract, enough time and capacity to complete the associated projects. DMR does not have program staff that can oversee the monitoring and recovery efforts or provide the needed support, particularly given some budget reductions with contract staff at DMR and the remote nature of these projects. Without the ASF managing the project, DMR could not complete these monitoring and recovery projects.

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

ASF has secured additional funds to complete these project tasks. ASF has a pending contract to complete the work at low cost. With additional funding ASF will have the staff necessary to complete this portion of the work within the agreed upon timeframe and has a proven track record of project completion. DMR has worked with the Atlantic Salmon Federation on a number of projects where they managed the design and construction processes.

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

In the future, if another vendor becomes available that has the adequate connections, facilities and capabilities to fill this role, we will evaluate each 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):	 <a href="#">Meredith Mendelson (Apr 3, 2025 16:10 EDT)</a>		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	03/04/2025
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	4/11/2025






# PJF CT 13A 20250403-2292

Final Audit Report

2025-04-03

Created:	2025-04-03
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAupxn47Uq2gpsaMa0r3_MsiEpiiJSYsKH

## "PJF CT 13A 20250403-2292" History

-  Document created by Mickenzy Breton (mickenzy.breton@maine.gov)  
2025-04-03 - 7:31:39 PM GMT
-  Document emailed to Meredith Mendelson (meredith.mendelson@maine.gov) for signature  
2025-04-03 - 7:32:19 PM GMT
-  Email viewed by Meredith Mendelson (meredith.mendelson@maine.gov)  
2025-04-03 - 8:10:08 PM GMT
-  Document e-signed by Meredith Mendelson (meredith.mendelson@maine.gov)  
Signature Date: 2025-04-03 - 8:10:54 PM GMT - Time Source: server
-  Agreement completed.  
2025-04-03 - 8:10:54 PM GMT