



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 Marine Science		
Department Contract Administrator or Grant Coordinator:	Carlton Huntsberger/HQ Finance		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ \$15,000	Advantage <u>CT</u> / RQS #:	13A 20250331000000002268
CONTRACT	Proposed Start Date:	4/21/2025	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:	James West 22 Pond Str Sorrento ME 04677		
Brief Description of Goods/Services/Grant:	Vessel and crew services for the 2025 NGOM scallop Survey		

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 services provided are essential to this project awarded by the scallop research set aside program. The crew will operate the vessel and fishing gear and assist with sorting, weighing, and measuring the catch for one half of the 2025 NGOM scallop survey. The information collected will be used to generate relative density estimates to assess the scallop stock in the federal Gulf of Maine waters for use in the scallop fishery management. This information is expected to benefit the northern Gulf of Maine scallop fishery.

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

Due to the short timeline between the project award and the results needed for management decisions there was not an appropriate time for an RFP for this project. The vendor has worked with the department in the past, has been actively involved in fisheries management and contributed to the project design. The vendor was included as a project collaborator in the project proposal. The vendor also possesses the experience and expertise as a captain in the scallop fishery and has conducted this survey in 2024.

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

These rates are comparable to other survey work and the vessel costs were reviewed by the funding agency review panel and deemed fair. This work will ultimately be paid for by the scallop RSA program by the project 24-SCA-05 awarded to the department.

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

This is the second year of funding at the agreed rate, for future proposals the project team will re-evaluate the current rates and adjust as necessary.

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):	 Erin Summers (Mar 31, 2025 16:14 EDT)		
Typed Name:	Erin Summers, Acting Director	Date:	31/03/2025
Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	4/11/2025

PJF CT 13A 20250331-2268

Final Audit Report

2025-03-31

Created:	2025-03-31
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1MS_3evOM_ORd_OZU7PWb013dJ1TStqS

"PJF CT 13A 20250331-2268" History

-  Document created by Mickenzy Breton (mickenzy.breton@maine.gov)
2025-03-31 - 7:30:53 PM GMT
-  Document emailed to Erin Summers (erin.l.summers@maine.gov) for signature
2025-03-31 - 7:30:57 PM GMT
-  Email viewed by Erin Summers (erin.l.summers@maine.gov)
2025-03-31 - 8:13:54 PM GMT
-  Document e-signed by Erin Summers (erin.l.summers@maine.gov)
Signature Date: 2025-03-31 - 8:14:38 PM GMT - Time Source: server
-  Agreement completed.
2025-03-31 - 8:14:38 PM GMT