



### 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:		Matt Davis/HQ Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 102,532.50	Advantage <u>CT</u> / RQS #:	13A 20250326000000002233
CONTRACT	Proposed Start Date:	3/12/2025	Proposed End Date: 3/1/2027
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:		Gulf of Maine Lobster Foundation, Kennebunk, ME	
Brief Description of Goods/Services/Grant:		Administration of Vessel Services	

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 purpose of this Contract is to administer vessel services for a DMR grant-funded project that will take place during 2025 and 2026. The project, "Enhancing acoustic telemetry coverage in coastal Maine to monitor fish movements in a changing climate", is a collaborative effort between the DMR, Gulf of Maine Lobster Foundation (GOMLF), and commercial lobster fishery to survey tagged fish movements in the coastal waters of the Gulf of Maine. The data collected can be used to support fisheries management and research initiatives related to a wide variety of taxa.

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

By contracting with GOMLF on this grant, payment to fishermen will be handled in a swift and efficient manner, while simultaneously causing less burden on the State Finance staff. Additionally, through its network GOMLF will aid DMR staff in finding applicable lobster fishermen with whom to contract on this grant project.

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

The GOMLF has agreed to charge an indirect rate below their typical range to meet the needs of our budget. These indirect costs, at a rate of 8.5%, are low in comparison to the time and effort it will save the DMR for services rendered.

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

The State has a successful history with the GOMLF. Until another organization is able to provide such services at a lower rate and in a timely fashion, we will continue to partner.

**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="#">Carl Wilson (Mar 27, 2025 12:38 EDT)</a>		
Typed Name:	Carl Wilson, Acting Commissioner	Date:	27/03/2025
Signature of DAFS Procurement Official:	 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	4/22/2025

# PJF CT 13A 20250326-2233

Final Audit Report

2025-03-27

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