



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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 Policy and Management	
Department Contract Administrator or Grant Coordinator:		HQ-Finance/Meredith Mendelson	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage CT / RQS #:	2024071200000000085
Amount: (Contract/Amendment/Grant)	\$36,000		
CONTRACT	Proposed/Original Start Date:	5/1/2024	Proposed/Most Recent End Date: 4/30/2026
AMENDMENT	New Effective Date:	4/7/2026	New End Date (if Applicable): 04/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Capitol Hill Policy Group, Washington, D.C.	
Brief Description of Goods/Services/Grant:		Government Relations for Lobster/Right Whale Issues	

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 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. Higher Education 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.

Renewed need for government relations support related to regulatory and legislative priorities related to whale protections impacting the lobster fishery.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

While the Dept would typically conduct this work itself, the legislative work required for this level of action requires engagement the state can't provide on its own given competing demands on time.

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

The Capitol Hill Policy Group has extensive experience in legislative and regulatory advocacy in natural resource industries, both on Capitol Hill and in the private sector. The retainer is commensurate with industry standards for this work and the state has negotiated a rate that is well below his usual monthly retainer fee. The Department seeks authorization to contract with Capitol Hill Policy Group on a month-to-month basis up to two years, for an agreed upon rate of \$3k monthly, funded by the Department.

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

N/A- this is specialized services work performed by someone with extensive experience with the Department and this issue who has necessary expertise to continue the work.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Carl Wilson</i> Carl Wilson (Apr 7, 2026 17:48:22 EDT)		
Typed Name:	Carl Wilson, Commissioner	Date:	04/07/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  0AA4C3C8A6C2460...		
Typed Name:	Michael Hartmann	Date:	4/10/2026

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Final Audit Report


2026-04-07

Created:	2026-04-07
By:	Philip Cornelison (Philip.Cornelison@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyDtKeVAe_Z0mm7gmUf9CKZUSEbLTqV8

"PJF CT 13A 20240712-0085 Amendment 4-7-26" History

 Document created by Philip Cornelison (Philip.Cornelison@maine.gov)

2026-04-07 - 6:43:54 PM GMT

 Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature

2026-04-07 - 6:43:58 PM GMT

 Email viewed by Carl Wilson (carl.wilson@maine.gov)

2026-04-07 - 9:47:38 PM GMT

 Document e-signed by Carl Wilson (carl.wilson@maine.gov)

Signature Date: 2026-04-07 - 9:48:22 PM GMT - Time Source: server

 Agreement completed.

2026-04-07 - 9:48:22 PM GMT