



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/Sea-run Fisheries and Habitat	
Department Contract Administrator or Grant Coordinator:		Sean Ledwin/HQ Finance	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	13A	Advantage <u>CT</u> / RQS #:	2026040200000002053
Amount: (Contract/Amendment/Grant)		\$22,000	
CONTRACT	Proposed/Original Start Date:	5/1/2026	Proposed/Most Recent End Date: 12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		St. Croix International Waterway Commission, Calais, ME, 04619	
Brief Description of Goods/Services/Grant:		Complete a fish count project at the Woodland Dam, including set up, live data collection, video data collection, data processing and tallying, and report of results to DMR.	

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. 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.

SCIWC will staff and conduct a fish count at Woodland Dam on the St. Croix River in 2025. Results of the count will be provided to DMR at the end of the counting season to be posted on the DMR Trap Count Statistics website.

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.

Fish counts have been carried out in the St. Croix River since 1981 and have been instrumental in driving and informing the restoration process for the river. The St. Croix International Waterway Commission has been the coordinating body for the fish counts for nearly that entire time period. The count has moved to Woodland Dam now that Milltown Dam has been removed. Only SCIWC has the experience and background to conduct these activities in a new location. Only SCIWC has the trust and backing of all the St. Croix River Restoration partners, including Woodland Pulp, LLC, the owners of the dam and fishway, to complete this activity in a timely and complete manner.

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

This contract represents a portion of the total alewife count cost. These rates include hiring two technicians, purchasing camera equipment, constructing an appropriate “rig” to facilitate placement of the counting apparatus, and computer time to tally the count at the end of the run period.

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

In the future, if other vendors are available to perform work of this nature these services will be sought competitively.

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): *Sean Ledwin*

Typed Name: Sean Ledwin, Director

Date: 04/02/2026

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:

DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

4/13/2026



PJF CT 13A 20260402-2053

Final Audit Report

2026-04-02

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