



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 CT / RQS #:	2024120600000001488
Amount: (Contract/Amendment/Grant)	\$25,000		
CONTRACT	Proposed/Original Start Date:	12/2/2024	Proposed/Most Recent End Date: 11/30/2026
AMENDMENT	New Effective Date:	4/1/2026	New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Town of Brunswick (Public Works), 85 Union Street Brunswick, ME 04011		
Brief Description of Goods/Services/Grant:	Oversee replacement of the Coombs Rd. – Buttermilk Creek road crossing with a climate resilient structure		

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 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.	The current agreement does not include scope of work and funding to assess the salt marsh adjacent to the crossing replacement.
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.	Brunswick has contracted CMA Engineers to perform the culvert replacement engineering. CMA has proximity and background data to complete the salt marsh assessment as an extension of their regular engineering duties.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Brunswick owns the crossing and already has an established contract with a firm that has the required expertise.
4. Describe the plan for future competition for the goods or services.	Should Brunswick sell or otherwise move the Coombs Rd. crossing to different ownership and if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate those other vendors equally.


PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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

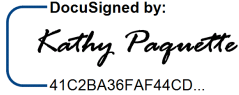
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Carl Wilson (Apr 8, 2026 12:10:08 EDT)		
Typed Name:	Carl Wilson, Commissioner	Date:	04/08/2026

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:	 <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	4/14/2026

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Final Audit Report

2026-04-08

Created:	2026-04-08
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
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