

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Environmental Protection/Environmental Assessment/Marine Unit			
Department Contract Administrator or Grant Coordinator:	Angela Brewer			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,000.00	Advantage CT / RQS #:	06A 20200417*2890	
CONTRACT	Proposed Start Date:	6/1/2020	Proposed End Date:	1/29/2021
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:	Dr. Thomas J. Trott, 10 Oak Place, Front A, Biddeford, ME 04005			
Brief Description of Goods/Services/Grant:	Marine sediment sample collection, processing, and taxonomic identification			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
During 2020, the Department's Marine Unit is concluding a four-year survey of the Portland vicinity to address attainment status of water quality standards and to inform the need for nitrogen limits in the Portland Water District's East End wastewater facility's discharge license. A critical component to understanding attainment of the aquatic life use designation is to assess marine communities that do not move, namely the animals living in the sediment. Due to the highly technical nature of identification of these animals and the lack of in-house expertise to complete this work, the Department intends to engage the services of the only benthic ecologist/taxonomist with direct experience collecting and identifying this marine community as recently as 2019.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Dr. Thomas J. Trott has 40+ years of experience in taxonomic identification, with 30 of those years being specific to Maine coastal waters. Dr. Trott has been completing sediment grabs, sample sieving, sorting and identification to species, exactly as proposed for this contract activity, for the Maine Coastal Mapping Initiative, under contract to the Maine Coastal Program (MCP), since 2017. As part of partner projects between the MCP and the Department's Marine Unit in 2018 and 2019, Dr. Trott has specific experience at locations within the Department's 2020 project area in Portland and Falmouth (Casco Bay) that provides him with a level of familiarity with the local marine community as well as an identification efficiency that is unique and unrivaled. The Department also requires the services of a vessel capable of collecting grab samples in deeper water, such as that offered by the MCP in collaboration with this project activity.


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

The cost of taxonomic analysis depends entirely on the type and number of organisms in each sample, and therefore is difficult to determine in advance of the actual sample acquisition. A maximum estimate of \$1,500 / location was determined based on Dr. Trott's \$50/hour billing rate, which includes boat time to complete the three grab samples per location and clean and preserve the samples, bring them to Dr. Trott's laboratory and continue to clean the samples, and then conduct a complete identification and enumeration of the organisms under a microscope. The total project cost of \$1,500 x 4 = \$6,000 also includes time to enter all data into an Excel spreadsheet to complete the project deliverable. The total project cost does not include any expense for equipment, supplies or a sampling vessel due to the collaborative efforts of the Maine Coastal Program (MCP) as well as supplies already in hand by the Department. Dr. Trott's billing rate and the total negotiated cost are very reasonable and are only possible due to his level of efficiency based on local experience, and the MCP partnership.

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

The need for marine taxonomic identification is anticipated beyond 2020 for the Marine Unit. Because only limited funds are available in 2020 to make this work possible and due to the needed comparable data to complete the Marine Unit's four year study in the Portland area, the plan for future competition for this service will depend entirely on fund availability and the expertise of other marine taxonomists that are intimately familiar with Maine's marine benthic (bottom) community. Other marine taxonomists that fall within this category of expertise are unknown at the present time.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Gerald D. Reid, Commissioner	Date:	5/19/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	William J.E. Allen	Date:	5/28/2020

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