



## PROCUREMENT JUSTIFICATION FORM (PJF)

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. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Marine Resources/Policy and Management/Coastal Program	
Department Contract Administrator or Grant Coordinator:		Kathleen Leyden	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 35,767.50	Advantage <u>CT</u> / RQS #:	13A 20220415000000002516
CONTRACT	Proposed Start Date:	5/13/2022	Proposed End Date: 3/31/2023
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:		Maine Coast Heritage Trust Topsham, Maine	
Brief Description of Goods/Services/Grant:		Coordinate and staff tidal restriction field surveys, report results, document recommendations.	

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 checked="" 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 checked="" 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 checked="" 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.

Maine Coastal Program's (MCP) Tidal Restriction Database is the most complete accounting of tidal road crossings and restrictions in Maine, but our data requires field surveys at the most important restrictions. This will allow us to identify factors key to prioritizing corrective action, such as crossing condition. This supports Maine Coast Heritage Trust (MCHT) to coordinate and staff tidal restriction field surveys using a newly developed tidal crossing survey method. MCHT's products will facilitate final development of electronic data collection methods and eliminate staff hours and QA challenges associated with post-survey data entry.

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

MCHT is has been a close partner to MCP in these efforts by applying our survey method to field trials and testing a field data collector application. As a partner, they were a named contactor in MCP's NOAA approved award that provides funding for this project. Their high level of expertise and familiarity with the tidal restriction database and survey methods, along with MCP's broad habitat portfolio of habitat restoration programming, positions them uniquely for this work.

MCHT has worked closely with MCP in the testing, refinement, and application of tidal road crossing survey methods. They are considered an extremely well-respected partner by MCP, in addition to programs and communities seeking to contribute to and apply the CoastWise approach. Because of their technical expertise, leadership, and credibility as a valued partner, MCHT is uniquely positioned to coordinate tidal restriction surveys that are needed to improve restoration planning and complement MCP's work to apply the CoastWise approach. Coordination of MCP's tidal restriction surveys requires a unique combination of proven restoration leadership, expertise in tidal habitat science, tidal road crossings, and restoration planning at the local and regional levels. MCHT satisfies each of these criteria and is exceptionally well-equipped to delivering products that State of Maine programs interested in this topic can then use to better address the work to prioritize action at Maine's roughly 800 tidal restrictions.

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

The Department determined that the cost of services is in-line with other field survey data collection projects. The cost-effectiveness of tasking in the scope reflects the contractor's experience with establishing and coordinating field crews, exceptional degree of proficiency, leadership, and familiarity with the topics of relevance. MCHT's expertise, initiative, and continuity of service provided to MCP for the development of tidal restriction surveys will translate to more efficient, effective, and timely outcomes than if State of Maine staff resources were re-directed to implement the required tasking.

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

MCP will evaluate MCHT's field survey results and recommendations to determine if future field work is needed in subsequent seasons, and determine a method to procure those services from the limited number of qualified organizations that exist in Maine.

**PART III: SUPPLEMENTAL INFORMATION**

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

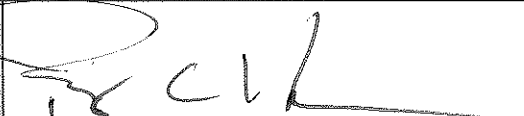
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Patrick Keliher, Commissioner	Date:	Click or tap to enter a date 5/11/22
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	5/18/2022