



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: | M&O Region 5 | | |
| Department Contract Administrator or Grant Coordinator: | Brent Bubar | | |
| (If applicable) Department Reference #: | 17A | | |
| Amount: (Contract/Amendment/Grant) | \$ 5238.00 | Advantage CT / RQS #: | RQS2022051000000001319 |
| CONTRACT | Proposed Start Date: | 8/6/2021 | Proposed End Date: 6/30/2022 |
| 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: | Contech Engineered Solutions VC100018083 Atlanta, GA | | |
| Brief Description of Goods/Services/Grant: | Installed fish passage baffles in culvert | | |

| 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. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

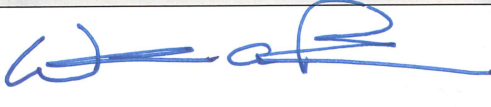
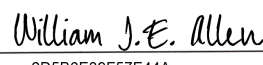
Please respond to ALL of the questions in the following sections.

| 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. | |
| | Needed fish passage baffles installed in culverts. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | |
| | Vendor provides us with culverts already and can install fish passage baffles. This purchase has already been made and we need to pay an invoice. We have reviewed costs for doing so from a number of installations MaineDOT has made and find these costs at or below everything we have reviewed. |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | |
| | They have a set price for installing fish passage per foot, and they provide us with the culverts and would know how to install fish passage baffles while maintaining the structural integrity of the culvert, and can recoat any areas where sealant of the polymer was disturbed. |
| 4. Describe the plan for future competition for the goods or services. | |
| | Have a fish passage baffle price included in our contract with vendor. |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|---|--|
| Does this request utilize ARPA/MJRP funds? | |
| <input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s). | |
| <input checked="" type="checkbox"/> 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: | William Pulver, C.O.O. | Date: | 5-11-2022 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small>  | | |
| Typed Name: | <small>2D5B6E39F57E44A...</small> William J.E. Allen | Date: | 5/19/2022 |

NOI 0520220468 05/19/2022 - 05/25/2022