



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.	<p>The services provided are essential to this project awarded by the scallop research set aside program. The crew will operate the vessel and fishing gear and assist with sorting, weighing, and measuring the catch for one half of the 2024 NGOM scallop survey. The information collected will be used to generate relative density estimates to assess the scallop stock in the federal Gulf of Maine waters for use in the scallop fishery management. This information is expected to benefit the northern Gulf of Maine scallop fishery.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Due to the short timeline between the project award and the results needed for management decisions there was not appropriate time for an RFP for this project. The vendor has worked with the department in the past, has been actively involved in fisheries management and contributed to the project design. The vendor was included as a project collaborator in the project proposal. The vendor also possesses the experience and expertise as a captain in the scallop fishery and has</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>These rates are comparable to other survey work and the vessel costs were reviewed by the funding agency review panel and deemed fair. This work will ultimately be paid for by the scallop RSA program by the project 24-SCA-05 awarded to the department.</p>
4. Describe the plan for future competition for the goods or services.	<p>This project is funded for two years at the agreed rate, for future proposals the project team will reevaluate the current rates and adjust as necessary.</p>

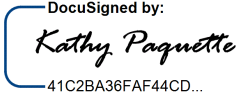
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of 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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Carl Wilson</i> Carl Wilson (May 18, 2024 03:28 EDT)		
Typed Name:	Carl Wilson, Director of Marine Science	Date:	05/18/24
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/23/2024





PJF- CT 13A 20240515-3250

Final Audit Report

2024-05-18

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-  Document created by Amanda Webb (amanda.webb@maine.gov)
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-  Email viewed by Carl (carl.wilson@maine.gov)
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-  Signer Carl (carl.wilson@maine.gov) entered name at signing as Carl Wilson
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