



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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/Policy and Management	
Department Contract Administrator or Grant Coordinator:		HQ Finance/Meredith Mendelson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 10,000.00	Advantage <u>CT</u> / RQS #:	13A 20250501000000002574
CONTRACT	Proposed Start Date:	5/5/2025	Proposed End Date: 8/31/2025
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:		Kathleen Leyden, Hallowell, ME	
Brief Description of Goods/Services/Grant:		Professional Services, Maine Coastal Program Budget Management	

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 checked="" 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.

The Maine Coastal Program is facing high uncertainty and potentially severe budget cuts with a very short turnaround time to submit an upcoming annual program award application once the federal funding opportunity opens. Due to the Commissioner's recent retirement, the original plan to have the Deputy Commissioner serve as interim/acting program manager has proven challenging, and this is compounded by the fact that the hiring of the new program director has been delayed due to funding uncertainty.

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

In the last week, DMR has received indication that substantial funding cuts may be coming, making it absolutely critical to have Ms. Leyden's knowledge and deep familiarity with the complex budgets of this program in the immediate future. There is no other potential contractor who has a comparable level of relevant expertise in the state or region.

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

Ms. Leyden's hourly rate is commensurate with her rates for other clients, and on the low end of the range for similar consultants in this field, so is competitive and reasonable. However, there is no one else with this level of relevant experience, or anything even close to it, available at any cost.

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

There is no anticipated need for future competition for this service, because should funding be sustained, the new program manager will be onboarded in summer 2025.

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

Does this request utilize ARPA/MJRP funds?

- ☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- ☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- ☒ No – If No, proceed to Part V.


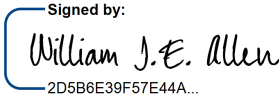
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Meredith Mendelson (May 1, 2025 15:11 EDT)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	01/05/2025
Signature of DAFS Procurement Official:	 Signed by: William J.E. Allen 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	5/2/2025

NOI 0520250375 05/05/2025 - 05/11/2025





PJF CT 13A 20250501-2574

Final Audit Report

2025-05-01

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