



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, Bureau of Public Health	
Department Contract Administrator or Grant Coordinator:		HQ Finance / Kristyn Kleman	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 182,100	Advantage <u>CT</u> / RQS #:	13A 20250501000000002575
CONTRACT	Proposed Start Date:	5/1/2025	Proposed End Date: 10/1/2025
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:		Gulf of Maine Lobster Foundation Kennebunk, ME 04043	
Brief Description of Goods/Services/Grant:		Administer the 2025 Maine Ventless Trap Survey (Vessel Services)	

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.

The purpose of this contract is to administer vessel services for the 2025 Maine fishery-independent Ventless Trap Survey (VTS). The Ventless Trap Survey is a collaborative effort between the DMR, Gulf of Maine Lobster Foundation (GOMLF), and commercial lobster fishery to monitor juvenile and pre-recruit lobsters in the Gulf of Maine. The data collected is an essential indicator for lobster stock assessment and management of the lobster resource.

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

The Ventless Trap Survey (VTS) is a fishery-independent program that monitors the entire coast of Maine during the months of June, July, and August. The Gulf of Maine Lobster Foundation (GOMLF) has been a reputable source for collaborative research (Float Rope Exchange/Buyback and Ghost Gear Recovery) with the lobster fishery in the past and has historically administered payments in a timely manner. The DMR has partnered with the GOMLF since 2006 on the VTS and has developed a strong working relationship with them. The GOMLF has a rotating competitive RFP that was created for the industry to simplify the process, improve industry involvement, and to focus on survey objectives. The fishing industry relies on daily or weekly payments while the State payment system is inefficient for these purposes. It is necessary that an outside organization rapidly administers vessel compensation to ensure that a positive relationship with industry participants is maintained, and to encourage ongoing participation. The DMR has chosen to partner with the GOMLF for this purpose due to their low indirect cost, which would be notably higher through other organizations.

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

The GOMLF charges an indirect rate of 5% for the proposed survey, which is reduced from their 2018 rate of 20%. Lobster industry collaborators are selected and contracted through a competitive bid process.

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

Collaborative research is essential to fisheries and ecosystem monitoring, which is further enhanced by industry participation and consideration of the experimental knowledge represented by the commercial fishing industry. The GOMLF was established to foster collaborative research between stakeholders. Future competition will be promoted through competitive RFP's with strict goals and milestones for applicants.

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):*Carl Wilson*[Carl Wilson \(May 5, 2025 10:12 EDT\)](#)

Typed Name:

Carl Wilson, Commissioner

Date:

05/05/2025

Signature of DAFS
Procurement Official:DocuSigned by:
Martha Verhille
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

5/20/2025

PJF CT 13A 20250501-2575

Final Audit Report

2025-05-05

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