



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

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/Ecology and the Environment/ME-NH Inshore Trawl Survey	
Department Contract Administrator or Grant Coordinator:		Dr. Robyn Linner/HQ Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 7,806.99	Advantage CT / RQS #:	13A 20250516000000001732
CONTRACT	Proposed Start Date:	05/14/2025	Proposed End Date: 06/30/2025
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:		Sea-Bird Electronics, Inc. Bellevue, WA 98005	
Brief Description of Goods/Services/Grant:		repair and upgrade CTD instrument	

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 Maine-New Hampshire Inshore Trawl Survey is a federally funded project that collects biological and environmental data that is used to manage the commercial and recreational harvest of a variety of marine species that are economically and ecologically important to the state of Maine. A consistent and ongoing data collection time series is needed to accurately manage these resources.

Since the start of the ME-NH Inshore Trawl Survey in October of 2000, the project has used a CTD (conductivity, temperature, depth) oceanographic instrument to measure marine environmental properties in the nearshore waters of the Gulf of Maine. The project has 1 CTD that was recently damaged in a way that prevents transfer of data from the instrument to a computer. The data transfer connection that was damaged is critical to obtaining the environmental data in a timely manner to perform quality control while surveys are ongoing to ensure proper function and to share the data publicly with stakeholders after surveys are completed. The current connection type that broke was compromised and outdated. The proposed service that Sea-Bird Electronics will provide is upgrading all power, data transfer, and sensor connections to a model that is significantly more robust and resistant to corrosion and damage. This upgrade will allow greater longevity of the instrument and significantly improve the ease of use and maintenance.

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

Sea-Bird Electronics is the manufacturer of the CTD and has the expertise to service this instrument. The ME-NH Inshore Trawl Survey has used Sea-Bird to calibrate and repair the CTD for 25 years and they have proved to be a reliable servicer. Other companies that have the skills and knowledge needed to appropriately service this instrument do not exist. This is why Sea-Bird has been chosen as the vendor for our CTD once again.

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

Since Sea-Bird manufactured the instrument, they are the only vendor that can provide this service. The service cost is discounted for our government agency.

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

Sea-Bird is the only company that manufactures, repairs, and calibrates the CTD instrument. If more companies become available we will discuss fostering competition.

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):			
Typed Name:	Erin Summers, Acting Director	Date:	5/16/2025
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>EA613178102243C...</small> </div>		
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	5/23/2025