



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 \$10,000 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/ Marine Mammal Research	
Department Contract Administrator or Grant Coordinator:		Sarah Leiter, Acting Division Lead	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	13A	Advantage CT / RQS #:	20240129000000002109
Amount: (Contract/Amendment/Grant)		\$ 24,000.00	
CONTRACT	Proposed/Original Start Date:	2/1/2024	Proposed/Most Recent End Date: 3/31/2026
AMENDMENT	New Effective Date:	3/15/2026	New End Date (if Applicable): 3/31/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Mysticetus LLC., Bellevue, WA	
Brief Description of Goods/Services/Grant:		Software for marine species data collection and associated support 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 checked="" 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. Higher Education 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 Division of Marine Mammal Research requires software specifically designed for the collection of marine species data for initiation and implementation of visual marine species survey work in the Gulf of Maine. This program must be equipped with the capabilities to collect and summarize visual survey data. The visual survey program requires software that can be customized to the data needs of the program, have demonstrated alignment with industry standards for these data types, and integrate with scientific equipment. Support services are also essential for maintaining a cohesive data collection methodology and data outputs for the duration of the project. Software subscriptions and associated services are required for each project. These subscriptions are renewed annually.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	The Contractor, Mysticetus LLC, is the Single Source/Unique Vendor of software and project services with a custom product for marine species data collection. In addition to their software, they provide services for equipment set up, a customized interface, project optimization, training, technical support, and product deployment and integration. This software provides a standardized data collection process, secure access for onshore monitoring of survey effort and data collection, automated data storage options for data back-up, and tools for data visualization and project reporting. Each project requires an additional subscription and support services, and the Division of Marine Mammal Research will commence with an aerial survey project in June 2024. This project will require a dedicated program subscription, an on-site visit with the Provider for custom data collection template set-up, and technical support services not previously included in this contract.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The negotiated costs are fair and reasonable given the capabilities of this custom marine species data collection software and extensive project services that Mysticetus LLC can provide the Division of Marine Mammal Research for the initiation and implementation of original aerial and vessel survey programs.
4. Describe the plan for future competition for the goods or services.	The Contractor will remain the Single Source/Unique Vendor for marine species visual survey data collection software and associated support services. This is of utmost importance for consistency, quality and accuracy of data collection by the program. They will provide the necessary Mysticetus LLC software subscription for field laptops purchased for survey work. The Contractor will provide onsite software set up services, prior to the initiation of survey work that will include the customization of in-program data fields and calculations, equipment connections and interfaces, training and demonstrations for ME DMR personnel who will utilize the software and/or data outputs. The Contractor will provide technical support for the program as required.

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) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <p>Signed by: Erin Summers F80D0D5F3C8A4FC...</p>		
Typed Name:	Erin Summers, Acting Director	Date:	4/15/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	 <p>Signed by: John Spier 2A1D91BCA418470...</p>		
Typed Name:	John Spier	Date:	4/15/2026