



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:		DEP/Water/DEA		
Department Contract Administrator or Grant Coordinator:		Denise Blanchette		
(If applicable) Department Reference #:				
Agency Department Code:	06A	Advantage CT / RQS #:	20260504*2394	
Amount: (Contract/Amendment/Grant)		\$15,000.00		
CONTRACT	Proposed/Original Start Date:	5/1/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		York County Soil and Water Conservation District/York County Invasive Aquatic Species Project, 21 Bradeen St, Suite 104, Springvale, ME 04083		
Brief Description of Goods/Services/Grant:		Provide outreach and education in York County on aquatic invasive species. Coordinate surveys for aquatic invasive plants		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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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 Department of Environmental Protection (DEP) is charged by the Legislature (38 MRSA §1862 and §1872, among other statutes) with conducting programs designed to reduce the spread of invasive aquatic plants. The legislation requires a variety of functions as part of program operations. It is within the scope of DEP's Invasive Aquatic Species Program to evaluate, manage and prevent further spread of newly discovered invasive aquatic plants. DEP is also charged with oversight of the State of Maine rapid response plan to new invasive aquatic plant infestations.

York County has the bulk of Maine's known invasive aquatic plant infestations and has the greatest number of lakes at risk for becoming infested. DEP's Invasive Aquatic Species Unit consists of 4 full time staff members working the entire state of Maine. The unit does not have the resources to adequately address all the issues in York County and prevent new infestations and assist communities with the infestations that do exist. This contract concerns the survey, outreach and support to local communities in York County in preventing and responding to invasive aquatic species in York County.

York County Invasive Aquatic Species Project (YCIASP), under York County Soil and Water Conservation District, is the group in York County working to prevent invasive aquatic species through training and outreach, providing early detection through surveys and assisting DEP in response to new infestations by providing support and community connections. They have worked with a variety of invasive aquatic species in both NH and Maine and work collaboratively with other Maine partners in invasive species such as Lakes Stewards of Maine.

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.

Providing these services requires a vendor that has the skills and local knowledge of communities and lakes, can identify aquatic plants and is trained in survey techniques for invasive aquatic plants. YCIASP staff have attended Maine's training on the identification and survey of invasive aquatic plants and have an extensive background in invasive aquatic plants outreach

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

The DEP has extensive experience contracting with the Provider. Work done under past contracts was timely, comprehensive, and met the objectives of contracts. The cost basis is on par with previous costs charged by the Provider in the past, which were reasonable. If DEP had staff time to run this program with internal staff, costs would be at least double what we're paying with this contract, say nothing of the fact that other program demands would not be accomplished

PART III: SUPPLEMENTAL INFORMATION**4. Describe the plan for future competition for the goods or services.**

Based on our experience with grant and contract administration, competition by other potential contractors will not lead to a better product either economically or with respect to quality of work without significant upfront costs by the contractor and DEP. For one, there are currently no known competing contractors with the staff and experience of the Provider. Considering the mission of the Provider, its track record of working with entities in York County who are currently involved with the invasive plant species programs, there is no real incentive, or need, for others to develop competing programs. The DEP's exchange and dialogue with all involved entities suggests that there is no interest in competing for these services. The open process of annual program scrutiny by the Governor-appointed Interagency Task Force on Invasive Aquatic Plants and Nuisance Species, DEP, and all cooperators means that DEP is constantly looking for program efficiencies.

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):

David R. Madore for Melanie Royce

05/14/2026

Typed Name:	Melanie Loyzim, Commissioner	Date:	
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 <u>designee specifically authorized to approve emergency procurement requests.</u>			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	 Signed by: Sterling Doiron 4C537C52B586437...		
Typed Name:	Sterling Doiron	Date:	5/29/2026

Certificate Of Completion

Envelope Id: DDEFDE41-D50F-841F-80E5-BEF8112EE233

Status: Completed

Subject: Complete with Docusign: YCSWCD_Procurement Justification Form (PJF).pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

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Status: Original

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5/29/2026 10:18:40 AM

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Signer Events

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Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Timestamp

Sent: 5/29/2026 10:18:45 AM

Viewed: 5/29/2026 10:18:50 AM

Signed: 5/29/2026 10:19:06 AM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

5/29/2026 10:18:45 AM

Certified Delivered

Security Checked

5/29/2026 10:18:50 AM

Signing Complete

Security Checked

5/29/2026 10:19:06 AM

Completed

Security Checked

5/29/2026 10:19:06 AM

Payment Events

Status

Timestamps