



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/BWQ/DEA/Invasive Aquatic Species Program		
Department Contract Administrator or Grant Coordinator:		John McPhedran		
(If applicable) Department Reference #:				
Agency Department Code:	06A	Advantage CT / RQS #:	20260508*2487	
Amount: (Contract/Amendment/Grant)		\$ 48,300.00		
CONTRACT	Proposed/Original Start Date:	5/15/2026	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:		Lakes Environmental Association Bridgeton, ME 04009		
Brief Description of Goods/Services/Grant:		Facilitate courtesy boat inspections, review grant reports, provide technical assistance, training to groups preventing spread of and managing invasive aquatic 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

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.

Lake associations in Maine run boat inspection and plant removal programs to prevent spread of invasive aquatic plants and limit habitat and recreational impacts of invasive aquatic plants. The DEP is charged with developing programs to prevent, detect and manage invasive aquatic plants (38MRS §410-N and §1862, among other sections).

The DEP provides grants directly to lake associations conducting boat inspection and plant removal programs but support for the lake association programs cannot be fully met by DEP staff. This agreement provides the needed support for prevention and plant removal programs including training inspectors, arranging for boat inspections at infested lakes, reviewing grant reports and providing statewide technical assistance and training to further prevention efforts.

These services are essential for protecting the native habitat of Maine's inland waterbodies, maintaining the high quality of recreational use of Maine's lakes and ponds, reducing costs associated with managing infestations and preventing reductions in property values associated with invasive aquatic plant infestations

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.

Lakes Environmental Association (LEA) has an extensive base of volunteers in lake associations and towns who have been active in invasive species prevention and control efforts since 2001. Communication and information exchange with this volunteer base is critical to an effective program. LEA has extensive experience combining state funds with local fundraising and volunteer efforts in watershed protection projects, lake water quality monitoring, and habitat protection. LEA has a proven track record of a close working relationship with other statewide and regional lake groups, including towns and agencies, and a principle of maximizing the value-added nature of projects and efficient use of funds.

The Provider is uniquely qualified to provide these services. The track record of LEA in these aspects of the statewide invasive species prevention and control program is rivaled by no other organization in the state.

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 objectives of contracts. The cost basis in this amendment 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 likely be greater than what we're paying with this contract, say nothing of the fact that other program demands would not be accomplished.

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. Considering the public mission of the Provider, its track record of

PART III: SUPPLEMENTAL INFORMATION

working with agencies and all other entities in the state who are currently involved with the invasive plant species programs, there is no real incentive or need for others to develop competing programs, particularly as there are no profits to be made. The DEP's discussions with entities involved with invasive aquatic plant programs in Maine suggest that there is no interest to compete 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 Loyzim

05/13/2026

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 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:	Signed by: Sterling Doiron 4C537C52B586437...		
Typed Name:	Sterling Doiron	Date:	5/29/2026

Certificate Of Completion

Envelope Id: 9432D654-5D72-86B1-8314-6291EF130836

Status: Completed

Subject: Complete with Docusign: LEA_2026_Procurement Justification Form (PJF)_REV 9.24.25.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

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111 Sewall Street

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

Augusta, ME 04333

Sterling.Doiron@maine.gov

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Security Level: Email, Account Authentication
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Signature Adoption: Pre-selected Style

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Sent: 5/29/2026 10:33:19 AM

Viewed: 5/29/2026 10:33:25 AM

Signed: 5/29/2026 10:33:48 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 10:33:20 AM

Certified Delivered

Security Checked

5/29/2026 10:33:25 AM

Signing Complete

Security Checked

5/29/2026 10:33:48 AM

Completed

Security Checked

5/29/2026 10:33:48 AM

Payment Events

Status

Timestamps