



## 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:                     |                      | ENVIRONMENTAL PROTECTION/ Division of Water Quality   |                    |           |
| Department Contract Administrator or Grant Coordinator: |                      | Judy Bruenjes   |                    |           |
| (If applicable) Department Reference #:                 |                      |   |                    |           |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 20,000            | Advantage CT / RQS #:   | CT #20250606*3074  |           |
| CONTRACT  | Proposed Start Date: | 7/1/2025  | Proposed End Date: | 6/30/2027 |
| 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:              |                      | New England Interstate Water Pollution Control Commission (NEIWPCC)<br>South Portland, ME 04106 |                    |           |
| Brief Description of Goods/Services/Grant:              |                      | Wastewater operator certification program   |                    |           |

| 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 New England Interstate Water Pollution Control Commission (NEIWPCC) will establish annually a JETCC training schedule of workshops designed for Maine's wastewater treatment plant operators. This contract provides 2 years of goods and services.

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

The Department has a longstanding relationship with JETCC. JETCC was established in 1985 to implement the requirements of Title 32 M.R.S.A. section 4173 that requires that the Department of Environmental Protection to administer a continuing educational program for people engaged in water pollution control activities. JETCC is a program administered by NEIWPCC, the Provider of this contract.

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

The Maine Legislature, through P.L. 2013, ch. 591, has directed that the Department provide \$20,000 for the purpose of supporting the Maine Joint Environmental Training Coordinating Committee (JETCC) in its development and implementation of water pollution control, water quality protection and other environmental training programs.

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

This is directed by the Maine Legislature through PL 2013, CH 591.

### 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.

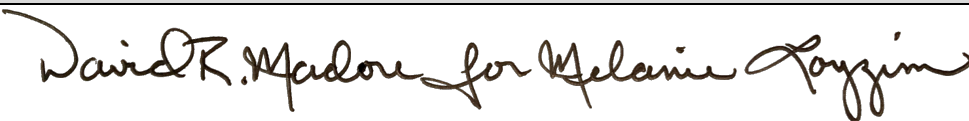
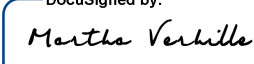
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:  | Melanie Loyzim  | Date: | 06/10/2025 |
| Signature of DAFS Procurement Official:                          | <div>DocuSigned by:</div>  <div>891CE7A1493D45B...</div> |       |            |
| Typed Name:  | Martha Verhille   | Date: | 6/10/2025  |