



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:	DEP/water/DEA		
Department Contract Administrator or Grant Coordinator:	Denise Blanchette		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,000.00	Advantage CT / RQS #:	06A 20250408*2315
CONTRACT	Proposed Start Date:	5/1/2025	Proposed End Date: 12/31/2025
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:	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.)			
<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
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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 RFP 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

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

PART III: SUPPLEMENTAL INFORMATION

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

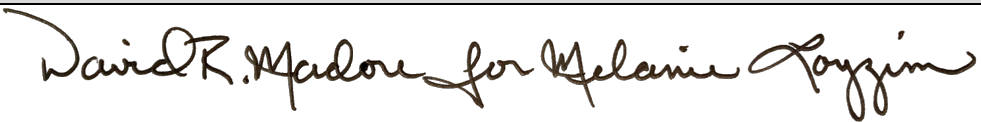
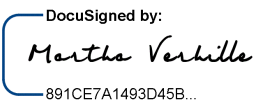
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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, Commissioner	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	6/18/2025