



### 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:		Marine Resources/Marine Science/Education Division	
Department Contract Administrator or Grant Coordinator:		Dottie Yunger/HQ-Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 8,631.00	Advantage <u>CT</u> / RQS #:	13A 20250516000000002748
CONTRACT	Proposed Start Date:	<b>5/23/2025</b>	Proposed End Date: <b>10/1/2025</b>
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:		Boothbay Region YMCA- Boothbay Harbor, ME	
Brief Description of Goods/Services/Grant:		Provide housing accommodations for Maine State Aquarium seasonal staff	

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 checked="" 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 Maine State Aquarium serves as a regional draw for Lincoln County and the Boothbay Harbor Region, with 26,000 visitors approximately. Seasonal staff are required to open and operate the Aquarium. Five (5) staff have been hired to reopen the Aquarium in 2025 and are in need of convenient, affordable, local housing.

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

Boothbay Region YMCA owns a residence in Boothbay that provides parking, private bedrooms, kitchen, living space, laundry. The space is rented to individuals and groups in need of local affordable housing, of which there is not much in Boothbay especially during the summer season. There is no other vendor providing such housing in the Boothbay area.

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

Boothbay Region YMCA is leasing the space below market value.

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

Boothbay Region YMCA is the sole provider of below market value housing of this kind in the Boothbay area. There are no other providers with a house at below market rates that includes individual rooms, full kitchen, parking, laundry, living room.

### 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):	 Meredith Mendelson (May 22, 2025 16:33 EDT)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	05/22/25
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	6/20/2025

# PJF - CT 13A 20250516-2748

Final Audit Report

2025-05-22

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