



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		
Department Contract Administrator or Grant Coordinator:		Denise Blanchette		
(If applicable) Department Reference #:				
Agency Department Code:	06A	Advantage CT / RQS #:	20260608*2943	
Amount: (Contract/Amendment/Grant)		\$40,000.00		
CONTRACT	Proposed/Original Start Date:	6/15/2026	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:		Lake Arrowhead Conservation Council (LACC)		
Brief Description of Goods/Services/Grant:		Control and management of 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.	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 (IASP) 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. Remove new invasive aquatic plant infestations in Lake Arrowhead, U. inflata, and N. minor in areas where LACC is the experienced active local group. In addition, N. minor and U. inflata are known to only be in a few other locations in the state. Surveys revealed significant areas of plant growth and DEP staff rapid response treated these areas with herbicide application in 2024 and 2025. The purpose is to functionally eradicate these species to prevent spread within the waterbody, in addition to threatening other waterbodies, each new infestation poses a significant risk of spreading downstream to other areas of the watershed system. This contract concerns the manual removal using a diver-assisted suction harvester (DASH), technology which DEP does not possess, and frequent diver surveys. DASH can remove a large volume of plants when divers remove plants by hand and feed the plants into a suction hose that carries them to a collection bag for removal from the water. Work under this contract may also involve benthic barriers and hand pulling. LACC is the sole professional DASH contractor working to remove invasive aquatic plants in Lake Arrowhead and has extensive experience with the lake and the areas of risk LACC has the necessary equipment and the capacity to respond to changing conditions and has extensive experience working with both these species of plant.
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 is certified in SCUBA, OSHA compliant, able to identify aquatic plants and trained in the removal of invasive aquatic plants. LACC divers are OSHA compliant, SCUBA-certified and carry additional SCUBA certification as invasive aquatic plant removal divers. LACC staff have attended Maine's training on the identification and removal of invasive aquatic plants. They have been working on the removal and management of invasive aquatic plants in Maine since 2006 and have experience with several species of invasive plants. They are also familiar with and experienced with the complicated lake system of Lake Arrowhead LACC also have a unique plant collection system on their DASH boat. This equipment will allow for better containment of N. minor seeds, reducing likelihood of infesting other areas.

PART III: SUPPLEMENTAL INFORMATION

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

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 equipment, staff, and experience of the Provider. Considering the mission of the Provider, its track record of working with agencies and all other entities in state 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.

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

For future contracts we will use a long-term management plan to outline the needed work and look to contract these services through our Plant Removal Grant Program.

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):			06/11/2026
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:			
Typed Name:	Sterling Doiron	Date:	6/12/2026

Certificate Of Completion

Envelope Id: 97003558-7CDC-8F4B-83CE-A21D03899018

Status: Completed

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

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

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Envelopeld Stamping: Disabled

111 Sewall Street

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Augusta, ME 04333

Sterling.Doiron@maine.gov

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Security Level: Email, Account Authentication
(None)

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Sterling Doiron

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Signature Adoption: Pre-selected Style

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Sent: 6/12/2026 10:51:38 AM

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Signed: 6/12/2026 10:52:00 AM

Freeform Signing

Electronic Record and Signature Disclosure:

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In Person Signer Events

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Editor Delivery Events

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Agent Delivery Events

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Timestamp

Intermediary Delivery Events

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Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

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Certified Delivered

Security Checked

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Signing Complete

Security Checked

6/12/2026 10:52:00 AM

Completed

Security Checked

6/12/2026 10:52:00 AM

Payment Events

Status

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