

**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Marine Resources Bureau of Marine Science		
Department Contract Administrator or Grant Coordinator:		HQ-Finance		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 11,448.69	Advantage CT / <u>RQS</u> #:	13A 20240521000000001672
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date:	9/30/2024
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:		Sea-Bird Electronics, Inc. 13431 NE 20 th Street / Bellevue, WA 98005		
Brief Description of Goods/Services/Grant:		Purchase DO and pH sensors for Larval Lobster Survey		

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 Dissolved Oxygen (DO) and pH sensors are needed as additions to our current CTD (temperature and salinity) environmental monitoring unit for the ME DMR Larval Lobster Survey. These sensors fit onto our existing apparatus and will be used to measure expanded environmental conditions from June – September at pre-selected sites across the Mid-coast region.

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

Sea-Bird Electronics is the original source of our existing CTD, and the new sensors are designed by them to be fit onto the existing apparatus. Because of the specialized nature of our existing equipment, we must continue to purchase equipment that fits our CTD. Additionally, Sea-Bird services our CTD and will be able to continue to service our equipment as we buy these sensors from them.

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

The negotiated costs are at a 15% discount and are fair based on current market funds. Purchasing from Sea-Bird again will allow us to only purchase additional sensors instead of an entirely new unit.

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

In the future, we will explore other source options for full CTD setups. For this small expansion, it is more efficient from a financial and troubleshooting standpoint to continue to use Sea-Bird as a vendor. It would be difficult to use a competitive process when expanding sensors on an existing CTD unit.

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.


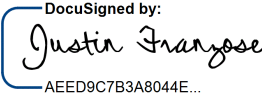
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Carl Wilson (May 21, 2024 15:58 EDT)		
Typed Name:	Carl Wilson, Director	Date:	05/21/24
Signature of DAFS Procurement Official:	 AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	7/29/2024

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Final Audit Report

2024-05-21

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