



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/Bureau of Marine Science/Division of Ecology and the Environment	
Department Contract Administrator or Grant Coordinator:		HQ-Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 18,600	Advantage CT / RQS #:	13A 20250624000000003248
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 6/30/2026
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:		Gulf of Maine Research Institute, Portland, Maine	
Brief Description of Goods/Services/Grant:		Monitoring pelagic ecosystem in the Maine Floating Offshore Wind Research Lease and surrounding area.	

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 purpose of this Contract is to continue monitoring the pelagic ecosystem in the Maine Floating Offshore Wind Research Array lease area and surrounding area with an active acoustic survey. This project began in 2022 and will be concluded during the 2026 fiscal year, giving us three full years of data, including two full years of data using a restructured survey design which was introduced after the first year to more appropriately and cost-effectively capture information on the pelagic ecosystem in the area. This area has previously been understudied and the data we have been collecting is filling a significant data gap which contributes to our general understanding of the pelagic fish and invertebrate community structure throughout the Gulf of Maine as well as providing us with a robust dataset of the pelagic fish and invertebrate community at the research lease site before any construction or operation activities take place. This will allow us to later compare the community before and after construction to gain an understanding as to any changes to the community caused by the addition of wind turbines to the site. The work under this contract will be comprised of 1) collection and analysis of acoustic data for pelagic fish schools, near-bottom fish biomass, and pelagic invertebrate biomass and 2) collection and storage of surface water samples which will be analyzed for environmental DNA at a later time, to get species identification of the fish schools identified by the acoustic signals. It is crucial that monitoring continues throughout this year so that we can have a full 3 years of monitoring data which will allow us to understand yearly fluctuations in pelagic fish and invertebrate community biomass to minimize the risk of over or underestimating the effect of offshore wind infrastructure on these communities.

The Provider shall oversee a research associate and a vessel captain who will assist with the work for this project. The Provider will work with DMR staff to obtain all necessary data to complete the analysis. The project team, including all Gulf of Maine Research Institute and DMR staff working on and advising the project, will meet monthly to provide updates and get feedback on direction, needs, and timelines. This work will be conducted in collaboration with Casey Yanos at Maine DMR. The work will be done primarily by a research associate with oversight by the Principal Investigator Dr. Graham Sherwood

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

Graham Sherwood at the Gulf of Maine Research Institute is the named Principal Investigator for this project and is essential to its success. Graham is a research scientist with extensive experience working on pelagic monitoring efforts. He has a proven track record of working with the data collected in these types of monitoring efforts and disseminating his results in sources that will be the most impactful. The research associate who works with Graham has a proven track record of operating the active acoustic equipment and analyzing the data. Additionally, Graham, the GMRI captain, and research associate have all been working on this project for the past two years and have a solid understanding of the needs of the project and the importance of the work, not to mention the continued contracting of their services provides a consistency to the way the data is collected and analyzed which minimizes the risk of misinterpreting the data due to mismatches in how it is collected or analyzed should another group with even slightly different methods take on the work.

PART III: SUPPLEMENTAL INFORMATION

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

The negotiated costs are based on the quoted amount for Dr. Sherwood and a research associate and a vessel captain from the Gulf of Maine Research Institute who will assist with this project. All personnel costs are subject to Gulf of Maine Research Institute approved rates. As DMR does not have the expertise in-house to conduct this work, the cost would be significantly hire to do the work in-house because it would require the purchase of the acoustic equipment, vessel fuel costs, and hiring a contractor or staff member to collect and analyze the data, which would be far greater than the cost of contracting GMRI staff and facilities.

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

This is a difficult skill to make competitive since it is so specialized and grant funds cannot be obtained by designating these skilled people on the proposal at the time of submission.

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:

Erin Summers, Acting Director

Date:

01/07/2025

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

7/11/2025

PJF CT 13A 20250624-3248

Final Audit Report

2025-07-01

Created:	2025-07-01
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