



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:		Marine Resources Bureau of Sea-run Fisheries		
Department Contract Administrator or Grant Coordinator:		Sean Ledwin		
(If applicable) Department Reference #:				
Agency Department Code:	13A	Advantage CT / RQS # :	20250721000000000132	
Amount: (Contract/Amendment/Grant)		\$10,327.00		
CONTRACT	Proposed/Original Start Date:		Proposed/Most Recent End Date:	
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:		Smith-Root, Inc. Vancouver, WA 98686		
Brief Description of Goods/Services/Grant:		Electrofischer Combo LR-20B Lithium		

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. Higher Education 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.

We are purchasing a backpack electrofisher used for scientific capture sampling of stream fish. We use these to sample Atlantic Salmon populations in support of deliverables under our cooperative agreement with NMFS. This LR20B electrofisher also includes the battery, charger, and other equipment needed to sample fish.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

Our staff have been using Smith-Root electrofishers for several years. The Smith-Root Model LR-20B Backpack Electrofisher provides consistent sampling methods to connect to past efforts. Smith-Root is also the industry standard in this type of equipment.

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

The Smith-Root Model LR-20B Backpack Electrofisher and accessories are not available from any other source or at a reduced price within the United States. As the majority of our sales are to government agencies, they are required to sell to everyone at the same price

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

We will likely continue purchasing from Smith-Root due to their unique product and our needs

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 signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Sean Ledwin</i>		
Typed Name:	Sean Ledwin, Director	Date:	21/07/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	 Signed by: Sterling Doiron <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	7/22/2025



PJF RQS 13A 20250721-0132

Final Audit Report

2025-07-21

Created:	2025-07-21
By:	Philip Cornelison (Philip.Cornelison@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0eJ40EYJtSz3NckggEOwGFPGUtVadTia

"PJF RQS 13A 20250721-0132" History

-  Document created by Philip Cornelison (Philip.Cornelison@maine.gov)
2025-07-21 - 5:57:13 PM GMT
-  Document emailed to Sean Ledwin (sean.m.ledwin@maine.gov) for signature
2025-07-21 - 5:57:22 PM GMT
-  Email viewed by Sean Ledwin (sean.m.ledwin@maine.gov)
2025-07-21 - 5:57:45 PM GMT
-  Document e-signed by Sean Ledwin (sean.m.ledwin@maine.gov)
Signature Date: 2025-07-21 - 5:58:11 PM GMT - Time Source: server
-  Agreement completed.
2025-07-21 - 5:58:11 PM GMT

Certificate Of Completion

Envelope Id: 0D26875F-0BBB-44B1-9752-3B8B202477D6		Status: Completed
Subject: Complete with Docusign: PJF RQS 13A 20250721-0132 - signed.pdf		
Source Envelope:		
Document Pages: 4	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Sterling Doiron
AutoNav: Disabled		77 State House Station
Envelopeld Stamping: Disabled		111 Sewall Street
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Augusta, ME 04333
		Sterling.Doiron@maine.gov
		IP Address: 198.182.163.121

Record Tracking

Status: Original	Holder: Sterling Doiron	Location: DocuSign
07/22/2025 08:32	Sterling.Doiron@maine.gov	

Signer Events

Sterling Doiron
Sterling.Doiron@maine.gov
Security Level: Email, Account Authentication (None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style
Using IP Address: 198.182.163.121

Timestamp

Sent: 07/22/2025 | 08:32
Viewed: 07/22/2025 | 08:32
Signed: 07/22/2025 | 08:33
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	07/22/2025 08:32
Certified Delivered	Security Checked	07/22/2025 08:32
Signing Complete	Security Checked	07/22/2025 08:33
Completed	Security Checked	07/22/2025 08:33

Payment Events

Status

Timestamps