

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|---|--|--------------------|
| Department Office/Division/Program: | MEDMR/BMS/MENH Inshore Trawl Survey | | |
| Department Contract Administrator or Grant Coordinator: | Rebecca Peters | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 6,824.25 | Advantage RQS-13A-20200804000000000153 | |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| 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: | Chris Carroll, Big Fin Scientific, Austin, TX | | |
| Brief Description of Goods/Services/Grant: | Electronic measuring boards for collecting marine resource length data from the MENH Inshore Trawl Survey (account 013-13A-3032-30-20TRAWL) | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|---|-----------------------------------|--|----------------------------------|
| Mark an "X" before the justification(s) that applies to this request. (Check all that apply.) | | | |
| | A. Competitive Process | | G. Grant |
| | B. Amendment | | H. State Statute/Agency Directed |
| X | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | J. Willing and Qualified |
| | E. Emergency | | K. Client Choice |
| | F. University Cooperative Project | | L. Other Authorization |

| PART III: SUPPLEMENTAL INFORMATION |
|---|
| Please respond to ALL of the following: |
| 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I. |

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PART III: SUPPLEMENTAL INFORMATION

The MENH Inshore Trawl Survey is a fishery-independent survey that provides data on abundance and distribution of commercially and recreationally important marine resources to the state of Maine. Since the start of the survey data has been hand recorded. Even though every effort is taken to reduce errors, there are still errors that occur when hand recording data due to human error (illegible hand writing, mishearing numbers or names being called out, misplacement of data sheets, etc). To make data collection more reliable and reduce human errors as much as possible we are moving towards collecting data using electronic equipment such as electronic measuring boards. This vendor sells reliable electronic measuring boards which are used in similar fishery-independent surveys to ours. The items being purchased from this vendor are Bluetooth enabled which is needed to connect to the ultra rugged tablets being purchased.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This vendor is being selected because we have bought an electronic measuring board from them before to use on the survey and the board has been easy to use, is durable, and fits the need of what is needed for the survey. Additional boards are needed so all data can now be collected electronically since we have multiple stations on the trawl survey where groups measure fish. The equipment from this vendor is also used by other states and is recommended by other states.

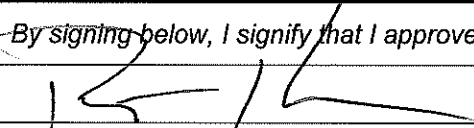
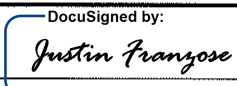
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Funding for this is from a federal grant (Trawl Survey 013-13A-3032-20TRAWL) and was approved by the funding agency.

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

If we are going to purchase similar equipment to what is being purchased we will look into additional vendors in the future.

PART IV: APPROVALS

| | | | |
|---|--|--------------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| |  | | |
| Printed Name: | Patricia Heiber | Date: | 8/2/2021 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small>  | | |
| Printed Name: | <small>AEEED9C7B3A8044E...</small> Justin Franzose | Date: | 8/19/2020 |