



## 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:                     | DMR/Ecology and the Environment/MENH Survey                        |                       |                                |            |
| Department Contract Administrator or Grant Coordinator: | Robyn Linner                                                       |                       |                                |            |
| (If applicable) Department Reference #:                 |                                                                    |                       |                                |            |
| Agency Department Code:                                 | 13A                                                                | Advantage CT / RQS #: | 20260128000000001613           |            |
| Amount:<br>(Contract/Amendment/Grant)                   | \$122,400                                                          |                       |                                |            |
| CONTRACT                                                | Proposed/Original Start Date:                                      | 4/13/2026             | Proposed/Most Recent End Date: | 12/31/2026 |
| AMENDMENT                                               | New Effective Date:                                                | 7/1/2026              | New End Date (if Applicable):  |            |
| GRANT                                                   | Project Start Date:                                                |                       | Grant Start Date:              |            |
|                                                         | Project End Date:                                                  |                       | Grant End Date:                |            |
| Vendor/Provider/Grantee Name, City, State:              | Robert Michael Inc. Portland, ME 04102                             |                       |                                |            |
| Brief Description of Goods/Services/Grant:              | Vessel services including provision and maintenance of survey gear |                       |                                |            |

### 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 checked="" 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.

The Maine/New Hampshire Inshore Trawl Survey is a collaborative research project funded by the Department of Commerce, NOAA. The contractor has been involved in the project from its onset and is an integral part of the project since they provide us with a vessel that is a platform to perform the project along with a captain and crew as scientific partners to assist in data collection.

As the Department of Marine Resources does not own a fishing vessel of sufficient size or that is equipped to execute fishing operations (trawling) using the research net and gear designed for this project, these services need to be contracted. The contractor is currently providing these services and has all of the equipment needed to perform these services. The specifications for the vessel needed to perform this work were established by the current vessel; it is extremely important for the project to maintain consistency in operations and protocols in this specific project. The information on stock abundance of a variety of commercially and recreationally important fish and shellfish collected depends on the uniformity of the towing performance. We could risk losing the supporting federal funds if the department chose to use a different vessel.

The project that these services support is federally funded and we would lose those funds if the work was not performed. The information obtained by this project is needed to manage the commercial and recreational harvest of a variety of marine species important to the state of Maine

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.

The purpose of this amendment is to add newly received funds from the ASMFC to support the upcoming fall 2026 Maine-New Hampshire Inshore Trawl Survey as funds for the fall were not available until recently. This amendment includes a contract increase of \$122,400 and covers the daily charter rate, vessel loading and unloading, net mending and net transportation for the fall survey. Rates for vessel loading, net mending, and net transportation remain as they were defined in the initial contract. The daily rate of \$4,680 represents an increase from the \$4,580 daily rate in the initial contract. A previous amendment was made to temporarily increase the daily rate to \$4,680 for the spring survey, and this amendment makes that change official for the remainder of the contract for the fall survey.

The contractor and captain of the vessel are well versed in the procedures and protocols of the ME/NH survey and were active participants in the writing of the procedures manual. The captain has years of experience in executing this survey and due to that survey operations have remained consistent over the last 26 years. This consistency is extremely important to standardize the fishery independent survey this contractor has helped support. The captain has specific knowledge of the survey area and the ports utilized as overnight dockage that he has gained from his involvement with this project. The most important feature of surveys of this type is that they are conducted in the

**PART III: SUPPLEMENTAL INFORMATION**

most consistent, standardized way. These attributes are what give standardized surveys their statistical power. There is no doubt that vessel characteristics affect survey results. Length, width, and horsepower all influence survey catchability. Operator behavior, winch speed, trawl warp diameter and other vessel related features will also affect catchability. If catchability were to change then the information from the survey would not be able to inform management of commercially and recreationally important species.

It takes several years for surveys of this type to become valuable as a resource assessment tool. The ME/NH survey achieved this goal a few years ago. A vessel change would certainly be considered a significant change to survey consistency and may be viewed as a significant interruption in the survey time-series. The ME/NH Inshore Trawl Survey is one of a number of standardized surveys used in stock assessments for Gulf of Maine species conducted at the NEFSC. Any significant change in the survey approach could jeopardize the future use of this data.

The vessel has all of the necessary equipment to conduct the research tows. For example, the department and the contractor have the same charting software, TimeZero™, to facilitate the transfer of tow documentation. The vessel is equipped with a thru-hull transducer that communicates with the department's eSonar™ net monitoring system which is essential to the process of consistent towing. The vessel provides a charging unit for the net monitoring sensors. The vessel has bathroom facilities. The vessel is capable of sleeping 6 people for overnight trips. The MENH research net was designed for a 54-foot dragger with a specific engine and power ratio; essentially it was designed to work at optimum capacity with this particular vessel. The vessel has a system for providing AC power at a constant rate thereby protecting scientific equipment such as weighing scales and computers. The vessel has an 8 person life raft. The vessel has sufficient storage to carry 2 backup research nets and a freezer for biological samples. The contractor is willing to make modifications to the vessel to address any of our needs as they arise.

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

Additional funds breakdown:

25 survey days @ \$4,680 day rate = \$117,000

1 vessel loading/unloading day = \$2,000

50 hours of net mending @ \$60/hr = \$3,000

5 hours of net transportation @ \$80/hr = \$400

The updated daily charter rate is a fair rate for a vessel of this size for this type of work and is similar to the daily rate of other fishery-independent surveys. Other department projects have chartered vessels at similar rates. The offshore Wind Trawl Survey contracts a similarly equipped vessel for a daily rate of \$4,250/day and other similar survey's daily rates are \$4,500-6,000. The charter rate for other scientific research or commercial vessels is either comparable or greater than this contract. The increase from the previous day rate is also justified by the significant increase in fuel prices since the initial contract was created.

Vessel loading and offloading includes a significant amount of the captain and crew's time, requiring the operation of forklifts and vessel pulley systems to get heavy equipment on the vessel. Captain and crew also spend time setting up the survey tables and scales on deck before the

**PART III: SUPPLEMENTAL INFORMATION**

survey, and in breaking them down after the survey. The \$2,000 payment covers their time during this essential set up and breakdown of survey gear.

Since the survey net is drawn along the sea floor, rocky bottom, lobster traps, or other marine debris can damage the net. While most of the net mending occurs during the survey and is covered in the day rate, a significant amount of damage occurs toward the end of the survey in the Downeast region due to increased presence of lobster gear, strong tides, and rocky bottom. Therefore, the captain must repair any damage to the net on his own time after the completion of the survey. 50 hours of mending per year (both spring and fall survey) is about average for hours needed to ensure that the nets are in good working order for the next season. Funds were not available to pay the captain for spring net mending, so these 50 hours will cover that as well.

Per the contract, the captain is compensated for hours spent transporting nets between the vessel in Portland, ME and the DMR office in Boothbay Harbor. We recently obtained a new trawl net and need to swap out an older net for a newer one prior to the fall survey.

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

The Department does not currently anticipate conducting a competitive procurement for these vessel services while continuity with the existing survey vessel remains necessary to preserve the comparability and scientific validity of the long-term data set. Use of a different vessel could alter survey performance and require extensive calibration work before the resulting data could be compared reliably with prior years. If the current vessel becomes unavailable, is no longer suitable, or applicable NOAA or ASMFC requirements change, the Department will evaluate alternative vessels and determine whether a competitive procurement can be conducted while meeting the survey's scientific and funding requirements.

**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):

*Meredith Mendelson*

[Meredith Mendelson \(Jul 30, 2026 12:38:01 EDT\)](#)

Typed Name:

Meredith Mendelson

Date:

Jul 30, 2026

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 designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

### \*\*OSPS Section Only\*\*

Signature of DAFS  
Procurement Official:

Signed by:

**Sterling Doiron**

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Typed Name:

Sterling Doiron

Date:

8/3/2026

# PJF CT 13A 20260128-1613 Amendment 7-7-26

Final Audit Report

2026-07-30

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2026-07-30                                   |
| By:             | Mickenzy Breton (mickenzy.breton@maine.gov)  |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAsfyODoZxGatd3lXcSLLUZTPoMEvI5fZT |

## "PJF CT 13A 20260128-1613 Amendment 7-7-26" History

-  Document created by Mickenzy Breton (mickenzy.breton@maine.gov)  
2026-07-30 - 4:32:43 PM GMT
-  Document emailed to meredith.mendelson@maine.gov for signature  
2026-07-30 - 4:33:23 PM GMT
-  Email viewed by meredith.mendelson@maine.gov  
2026-07-30 - 4:36:13 PM GMT
-  Signer meredith.mendelson@maine.gov entered name at signing as Meredith Mendelson  
2026-07-30 - 4:37:59 PM GMT
-  Document e-signed by Meredith Mendelson (meredith.mendelson@maine.gov)  
Signature Date: 2026-07-30 - 4:38:01 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.  
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Subject: Complete with Docusign: PJF CT 13A 20260128-1613 Amendment 7-7-26 - signed (1).pdf

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Certificate Pages: 1

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Status: Completed

Envelope Originator:

Sterling Doiron

77 State House Station

111 Sewall Street

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

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(None)

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**Sterling Doiron**

4C537C52B586437...

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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

8/3/2026 9:43:44 AM

Certified Delivered

Security Checked

8/3/2026 9:43:49 AM

Signing Complete

Security Checked

8/3/2026 9:44:26 AM

Completed

Security Checked

8/3/2026 9:44:26 AM

## Payment Events

## Status

## Timestamps