

**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:		DMR Bureau of Sea Run Fisheries and Habitat	
Department Contract Administrator or Grant Coordinator:		Sean Ledwin / Marge Morissette	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 75,000	Advantage <u>CT</u> / RQS #:	13A 20220725000000000276
CONTRACT	Proposed Start Date:	8/12/2022	Proposed End Date: 12/31/2022
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:		Maine Coast Heritage Trust, Topsham, Maine	
Brief Description of Goods/Services/Grant:		Project Management Fishway Seal Cove Pond	

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.

Maine Coast Heritage Trust (MCHT) will provide oversight for anadromous fish passage improvements at two fishways that lead to Seal Cove Pond in Tremont, ME. The improvements will consist of contracting and overseeing a qualified construction firm for the development of two nature like fishways, grading, and providing permit support. MCHT will also contract with an engineering firm for oversight of construction.

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

The Maine Coast Heritage Trust has been working with the landowners at the site and completed the designs last year, a prerequisite for this project, and has received partial funding from the USFWS for implementing this project. The Maine Coast Heritage Trust has extensive project management experience with this project and enough time and capacity to complete this project. DMR does not have program staff that can oversee the construction and permitting, particularly given some budget reductions with contract staff at DMR and the remote nature of this project. Maine Coast Heritage Trust is also contributing funding to this project. Without the Maine Coast Heritage Trust managing the project, DMR could not complete this project.

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

DMR is provided only partial funding for this effort and the Maine Coast Heritage Trust has secured additional funds to make the project complete. The Maine Coast Heritage Trust has an agreement with a subcontractor who can complete this work at a lower cost than the project engineers estimate, can complete the project within the agreed upon timeframe, and has a proven track record of project completion. DMR has worked with the Maine Coast Heritage Trust on a number of projects where they managed the construction.

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

If in the future, if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate each equally.

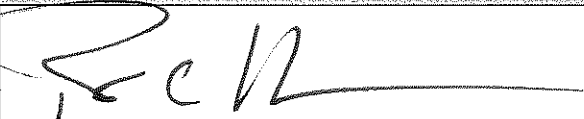
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

<input checked="" type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
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Typed Name:	Patrick Keliher, Commissioner	Date:	8/9/22
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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
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Typed Name:	Kathy Paquette	Date:	8/31/2022
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