



## 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, Maine Coastal Program		
Department Contract Administrator or Grant Coordinator:	Melissa Britsch/Amanda Webb		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 6,754.10	Advantage <u>CT</u> / RQS #:	13A 20240910000000000516
CONTRACT	Proposed Start Date:	<b>9/15/2024</b>	Proposed End Date: <b>12/31/2024</b>
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:	Laura Taylor Singer, DBA SAMBAS Consulting		
Brief Description of Goods/Services/Grant:	Facilitation services for two workshops for working waterfront inventory practitioners		

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

**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's working waterfronts are increasingly threatened by demographic changes, real estate development pressure on Maine's coast, and the impacts of climate change. There is a great need to understand the locations, use, and resilience of the working waterfronts that are essential to the economic success of Maine's commercial fishing and aquaculture industries and the communities that rely upon those industries. The most recent inventory was completed in 2005. There is considerable interest in conducting working waterfront inventories covering a variety of scopes and scales. The workshops facilitated through this contract will bring practitioners together to identify common goals and data and methods for implementing inventories to improve our understanding of the remaining working waterfronts and opportunities to expand and increase their resilience. This work is funded by NOAA and is part of Maine Coastal Program's federally approved workplan. This work directly supports a key action of the Maine Climate Council's Coastal and Marine Working Group - **Increase the amount of data and information about working waterfronts at local, regional and statewide scale.**

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

The selected vendor was chosen because they have extensive experience with Maine's commercial fishing and aquaculture industries but are not directly involved with working waterfronts and working waterfront inventory efforts. They do not have an interest in the outcome of the workshops. Selecting this vendor will allow those who are involved in working waterfront inventories to focus their attention on participating in the workshops without also needing to facilitate the discussions.

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

The amount asked for is similar to other facilitators and will accomplish what is needed.

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

This is not expected to be a regular occurrence.

**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.


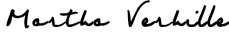
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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):	 <a href="#">Meredith Mendelson (Sep 10, 2024 10:42 EDT)</a>		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	9/10/24
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	9/11/2024

# PJF- CT 13A 20240910-0516

Final Audit Report

2024-09-10

Created:	2024-09-10
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-  Document created by Amanda Webb (amanda.webb@maine.gov)  
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