



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.

Our grant funded research project requires monthly sampling of green sea urchins and seawater in the wild obtained through scuba diving, and to do this safely we need an experienced dive tender with a dive friendly vessel to ensure our success.

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

Micah Philbrook of Owls Head, ME fulfills these requirements perfectly. He is an expert diver, dive tender and has vessels set up for scuba diving. He also lives in the town where our research site is, ensuring quick, safe and easy access for sample collection.

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

We are paying \$700 per sampling trip; this rate was calculated using Marine Patrol's hourly boat rate and each trip is allotted two hours of time.

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

This is a grant funded research project that is set to end in May of 2026. The results of this study will be shared with DMR scientists and managers.

### 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):	 Carl Wilson (Sep 18, 2024 13:37 EDT)		
Typed Name:	Carl Wilson, Director	Date:	09/18/24
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	9/23/2024

# PJF CT 13A 20240830-0453

Final Audit Report

2024-09-18

Created:	2024-09-18
By:	Mickenzy Breton (mickenzy.breton@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA90ocfUnpOMcCmLmgviuqbXxFPq6hYhmu

## "PJF CT 13A 20240830-0453" History

-  Document created by Mickenzy Breton (mickenzy.breton@maine.gov)  
2024-09-18 - 5:35:24 PM GMT
-  Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature  
2024-09-18 - 5:35:30 PM GMT
-  Email viewed by Carl Wilson (carl.wilson@maine.gov)  
2024-09-18 - 5:36:14 PM GMT
-  Document e-signed by Carl Wilson (carl.wilson@maine.gov)  
Signature Date: 2024-09-18 - 5:37:08 PM GMT - Time Source: server
-  Agreement completed.  
2024-09-18 - 5:37:08 PM GMT