



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

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:		DACF / Maine Geological Survey		
Department Contract Administrator or Grant Coordinator:		Ryan Gordon		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	RQS 01A 20250825*324	
Amount: (Contract/Amendment/Grant)		\$81,562.19		
CONTRACT	Proposed/Original Start Date:	9/1/2025	Proposed/Most Recent End Date:	8/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		In-Situ Inc., Fort Collins, CO		
Brief Description of Goods/Services/Grant:		Water-level monitoring and telemetry equipment		

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. 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.

Equipment measures groundwater levels and conductivity in water wells for a long-term water resources monitoring network and saltwater intrusion studies. Includes telemetry equipment for sending collected data over cell networks for drought monitoring and other time-sensitive studies.

Without the equipment we will not have field equipment to deploy during the remainder of the 2025 field season, will not be able to keep up with the pace of installation that we promised for the CRRC Resilient Maine grant, and lose 8 or more months of unrecoverable monitoring data. This brand of monitoring equipment is also the only one that we currently use for real-time data collection, is already integrated into all of our network's cloud and database infrastructure, and is the only system approved by OIT, so switching brands would add even more trouble to any delay.

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.

In-Situ is one of only a few manufacturers of this type of niche groundwater level and telemetry equipment. It is the only manufacturer and supplier whose equipment can fit in 2-inch monitoring wells to protect against vandalism without buying and installing additional locking boxes or vaults.

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

The quoted costs are below publicly available price quotes for similar equipment available on websites of In-Situ or other distributors like Fondriest.com. This type of all-in-one, special-purpose equipment is also less expensive than building our own telemetry systems with off-the-shelf components such as industrial gateways. Further this instrumentation is already deployed around the State as part of a 2024-25 groundwater monitoring mobilization. Continued use of InSitu equipment is vital for the efficient streamlining of future data collection and synthesis with recently collected groundwater data.

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

Maine Geological Survey will follow all procurement policies based on future needs.

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'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):

DocuSigned by:
Amanda E. Beal
20AF3A2882BB4AA...

Typed Name:

Amanda E. Beal, Commissioner

Date:

9/2/2025

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:
John Spier
2A1D91BCA418470...

Typed Name:

John Spier

Date:

9/22/2025