



## 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:                     |                               | Community Affairs/Maine Coastal Program                                |                                |            |
| Department Contract Administrator or Grant Coordinator: |                               | Melissa Britsch                                                        |                                |            |
| (If applicable) Department Reference #:                 |                               |                                                                        |                                |            |
| Agency Department Code:                                 | 07E                           | Advantage CT / RQS #:                                                  | 20260812000000000378           |            |
| Amount:<br>(Contract/Amendment/Grant)                   |                               | \$29,990                                                               |                                |            |
| CONTRACT                                                | Proposed/Original Start Date: | 9/15/2026                                                              | Proposed/Most Recent End Date: | 12/31/2026 |
| 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:              |                               | Maine Coast Fishermen's Association, Brunswick, Maine                  |                                |            |
| Brief Description of Goods/Services/Grant:              |                               | Funding to complete a working waterfront inventory for Midcoast Maine. |                                |            |

| 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.

In early 2026, Maine Coast Fishermen's Association (MCFA) created a method for a high-level inventory of Maine's diverse working waterfronts. The inventory process describes major types of working waterfronts, and an ArcGIS database was created to host and share the inventory data. The process was created to be modular so groups can tackle sections of Maine's coast in a standardized way even if no single group has the capacity to do an inventory for the entire state. MCFA completed an inventory for southern Maine, and other groups are working on inventories in Hancock and Washington Counties. There are no current inventories underway in midcoast Maine and the Penobscot Bay region, which is the last major portion of the coast without updated information about the number and type of working waterfronts in the region. Access to working waterfronts is essential for the long-term success of Maine's marine economy. However, a lack of current statewide data about working waterfronts is a serious challenge for communicating the scale of recent losses, prioritizing investment, and planning for future needs.

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.

There is an urgent need to get up-to-date inventory data for the entire Maine Coast, and midcoast Maine (approximately Brunswick to Stonington) is the final region without any inventories underway or recently completed. The inventory is a critical first step that must be completed before additional work, like sea level rise vulnerability assessments, can be completed. Groups like Maine Sea Grant are planning to do vulnerability assessments for the working waterfront and have stressed the importance of having completed inventories for baseline data. As the group that designed the inventory process and implemented it in Southern Maine, MCFA is intimately familiar with the methodology to inventory working waterfronts and will be able to work efficiently to inventory midcoast Maine. MCFA is founded and based in the midcoast, and they have well-established relationships with members of Maine's marine economy in this region, which can be leveraged to identify the locations and uses of the working waterfronts in this region. The travel requirements will be less as well, as MCFA staff are based in this region. The other two groups currently working on inventories are based in Hancock and Washington Counties and are focusing their inventory efforts in those regions, where they have local connections and shorter distances to travel. The work MCFA will complete in midcoast will not overlap with the other efforts and will ensure that the entire Maine coast has inventories completed by the end of 2027, or earlier. MCFA's deep context with Maine's marine economy will also position them to create case studies and identify research themes for future work. Finally, both of the other two groups working on inventories have funding from the Resilient Maine Grant, which comes from NOAA's Office for Coastal Management. Maine Coastal Program's funds are also from NOAA's Office for Coastal Management, and in order to avoid mixing funding streams, it isn't practical for MCP to fund the other groups. Due to the need to finish the inventories within the next year, waiting until the Resilient Maine Grant funds have been used would not be practical.

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

**PART III: SUPPLEMENTAL INFORMATION**

The budget uses similar rates to the prior work completed by this contractor and is reasonable based on similar work and prior experience with inventories.

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

There are no plans at this point for additional work. The funding for this project comes from Maine Coastal Program's FY25 budget, which is awarded by NOAA. Funding for a second round of working waterfront inventories was not included in Maine Coastal Program's FY26 budget. At the end of this project, if the need for additional inventories still exists and cannot be met elsewhere, and if working waterfront inventories continue to align with Maine Coastal Program's goals, funding for working waterfront inventories could be added to a future budget request. If additional funds are secured, an RFP would be used to hire future contractors.

**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**

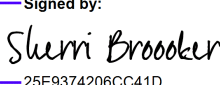
Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

|                                                                                                                                                                                                                                                              |               |       |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|------------|
| Typed Name:                                                                                                                                                                                                                                                  | Samantha Horn | Date: | 21/08/2026 |
| 2. Additional signature required <b>ONLY if box E (Emergency) is selected in PART II.</b> The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests.</u> |               |       |            |
| Signature of requesting Department's Commissioner (or designee):                                                                                                                                                                                             |               |       |            |
| Typed Name:                                                                                                                                                                                                                                                  |               | Date: |            |

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

|                                         |                                                                                                                       |       |                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------|-------------------|
| Signature of DAFS Procurement Official: | Signed by:<br><br>25E9374206CC41D... |       |                   |
| Typed Name:                             | Sherri Brooker                                                                                                        | Date: | 18 September 2026 |

# pjf\_MCFA\_080426\_Melissa Britsch\_v2

Final Audit Report

2026-08-21

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2026-08-20                                   |
| By:             | Melissa Britsch (Melissa.Britsch@maine.gov)  |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAewhL3mCtXAQFp-Ei0opvVj7X9NVWiR8T |

## "pjf\_MCFA\_080426\_Melissa Britsch\_v2" History

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