



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:		Marine Resources – BMS/Marine Mammal Research/Modeling Program	
Department Contract Administrator or Grant Coordinator:		Julia Stepanuk/HQ-Finance	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage CT / RQS #:	20240628000000003830
Amount: (Contract/Amendment/Grant)		\$ 534,982.42	
CONTRACT	Proposed/Original Start Date:	7/1/2024	Proposed/Most Recent End Date: 9/30/2026
AMENDMENT	New Effective Date:	9/21/2026	New End Date (if Applicable): 9/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Bigelow Lab for Ocean Science, East Boothbay, ME	
Brief Description of Goods/Services/Grant:		Adding third year of funding and one-year postdoctoral position. Four training sessions for DMR staff	

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

This contract will amend “The Bigelow-DMR Data and Modeling Collaborative” housed within the Tandy Center for Ocean Forecasting at Bigelow Laboratory to:

- Add a postdoctoral research position to develop any combination of statistical models, mapping tools, and real-time risk assessments to aid in the planning, strategizing, and coordination of marine mammal monitoring and response that is regularly conducted within the Division of Marine Mammal Research. This position will be at a postdoctoral level, requiring the completion of a PhD in marine ecology, ocean science, or another relevant field with a focus on ecological modeling, to support the Division’s modeling program in the development of computationally complex assessments of marine mammal distributions in the Gulf of Maine.

- Add part-time, as-needed support for training, data visualization, oceanographic data access, and general computational support from the Tandy Center staff

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.

DMR reviewed available academic and research organizations with expertise in oceanographic, marine mammal, and statistical modeling and analyses with a unique understanding of the oceanography of the Gulf of Maine. The Tandy Center at Bigelow Laboratory was previously determined to be uniquely positioned to perform this work because of its specialized technical expertise, familiarity with the project data and methodology, and ability to work directly with the project’s existing research partners. DMR did not identify another provider capable of completing the required work within the grant timeline without substantial duplication of project development and technical integration. Bigelow scientists associated with the Tandy Center for Ocean Forecasting have been working on collaborative projects with DMR both within this contract and with other related contracts and have produced peer review publications and statistical tools that support ongoing work within the Division of Marine Mammal Research. This work is underway and still being refined, and the additional services provided by this contract amendment will build on the existing collaborative and modeling projects that are underway. Staff within the Tandy Center have many scientific publications directly applicable to the work that DMR needs to be done through this contract. No other entity has this direct expertise or has products in development that can facilitate the scientific products that support management needs within DMR. Additionally, the Director of the Tandy Center for Ocean Forecasting at Bigelow, Nick Record, has a unique and extensive knowledge of the management and regulatory needs that the science projects proposed here will inform. Dr. Record is a member of the Atlantic Large Whale Take Reduction Team, representing the science community on the right whale and lobster fishery entanglement issue for Maine.

PART III: SUPPLEMENTAL INFORMATION

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

The costs reflect the standard salary, fringe, benefit, and indirect rates outlined by Bigelow in the amended Scope of Work and related budget. The total personnel cost request includes 4 weeks of salary for PI Nicholas Record, 43.6 weeks of salary for the assistant director of the Tandy Center, 33 weeks for a research technician, 44 weeks for a postdoctoral researcher, and a summed 15 weeks of salary for quantitative support staff. The fringe cost (50%) and indirect rate (60%) are Bigelow's federally negotiated rates. The amount of staffing outlined here reflects a direct continuation of existing staffing needs for ongoing projects, with the addition of a postdoctoral researcher and quantitative support staff based on DMR's needs.

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

The contract is being made with Bigelow on an annual basis. This amendment provides for time and funds for year 3 in addition to an amended scope of work. Funding beyond this will be allocated based on availability of funds to DMR and progress on the project priorities and deliverables. If sufficient progress has not been made, then subsequent years could be awarded to other vendors through a competitive grant process. There is a timeline associated with this work. Analyses need to be completed within the next couple of years to be included in the lobster management process, so there may not be sufficient time for a full competitive process.

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):*Meredith Mendelson*[Meredith Mendelson \(Sep 21, 2026 17:00:09 EDT\)](#)

Typed Name:

Meredith Mendelson, Deputy Commissioner

Date:

09/21/2026

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:*Michelle Knox*

Typed Name:

Michelle Knox

Date:

9/25/2026

Amendment 9-21-26 PJF CT 13A

20240628-3830

Final Audit Report

2026-09-21

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