



## 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:                     |                               | DMR Bureau of Sea Run Fisheries and Habitat                                                     |                                |           |
| Department Contract Administrator or Grant Coordinator: |                               | Sean Ledwin / HQ Finance                                                                        |                                |           |
| (If applicable) Department Reference #:                 |                               | N/A                                                                                             |                                |           |
| Agency Department Code:                                 | 13A                           | Advantage CT / RQS #:                                                                           | 2026091100000000594            |           |
| Amount:<br>(Contract/Amendment/Grant)                   |                               | \$50,500                                                                                        |                                |           |
| CONTRACT                                                | Proposed/Original Start Date: | 10/5/2026                                                                                       | Proposed/Most Recent End Date: | 6/30/2027 |
| 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:              |                               | Atlantic Salmon Federation Brunswick Maine                                                      |                                |           |
| Brief Description of Goods/Services/Grant:              |                               | Provide contract staff to assist in monitoring and recovery of sea-run fish restoration efforts |                                |           |

| 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.

The Atlantic Salmon Federation (ASF) will provide oversight for anadromous fish passage monitoring and recovery efforts in Maine. ASF will hire contractors and agents to assist with monitoring and recovery efforts. ASF and its agents will use the funding to compensate time, purchase supplies and implement monitoring and restoration projects. ASF will ensure compliance with state and federal permit requirements and verify that any work is done according to state and federal statutory requirements. ASF will ensure that DMR and other interested parties are up to date with progress and project elements.

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.

Atlantic Salmon Federation (ASF) has established working relationships with towns, communities, landowners, and project partners in the Sandy River, Sheepscot River, and other Maine watersheds where monitoring and restoration work will occur. ASF has extensive experience managing sea-run fish monitoring and restoration projects and has the existing staff capacity and project relationships necessary to begin this work within the required timeframe. DMR considered Trout Unlimited and Midcoast Conservancy, however neither had the expertise required for this Atlantic salmon portion of project. Based on that review, DMR determined that no other available provider possesses the combination of established project relationships, technical expertise, capacity, and ability to perform the required work within the project timeframe. For these reasons, ASF is uniquely positioned to perform these services.

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

The \$50,500 contract amount will support the personnel and administrative costs necessary to complete the identified sea-run fish monitoring and recovery activities. The anticipated allocation is approximately \$45,450 for contract staff/personnel and \$5,050 for administrative/project support. ASF has also secured additional funding that will contribute toward completion of the overall project, reducing the amount required by the State. The Department reviewed the proposed costs and determined they are reasonable based on historical costs. The total amount payable by the State under this Contract shall not exceed \$50,500.

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

Approximately six months prior to the June 30th, 2027, contract expiration, DMR will review the market to determine whether other providers are available that possess the required project relationships, technical expertise, and capacity to perform these services. If the services are required beyond the current contract term and a viable competitive market exists, DMR will initiate an appropriate competitive procurement sufficiently in advance of the contract expiration date.

**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):*Carl Wilson*[Carl Wilson \(Sep 29, 2026 13:34:00 EDT\)](#)

Typed Name:

Carl Wilson, Commissioner

Date:

09/29/2026

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:

Signed by:

*Sterling Doiron*[4C537C52B586437...](#)

Typed Name:

sterling doiron

Date:

9/30/2026

# PJF CT 13A 20260911-0594

Final Audit Report

2026-09-29

|                 |                                                 |
|-----------------|-------------------------------------------------|
| Created:        | 2026-09-29                                      |
| By:             | Philip Cornelison (Philip.Cornelison@maine.gov) |
| Status:         | Signed                                          |
| Transaction ID: | CBJCHBCAABAAj9mmEDGfhzylCTqD-t6l_X2HbOecE6DG    |

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-  Document created by Philip Cornelison (Philip.Cornelison@maine.gov)  
2026-09-29 - 5:28:08 PM GMT
-  Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature  
2026-09-29 - 5:28:14 PM GMT
-  Email viewed by Carl Wilson (carl.wilson@maine.gov)  
2026-09-29 - 5:33:42 PM GMT
-  Document e-signed by Carl Wilson (carl.wilson@maine.gov)  
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Augusta, ME 04333

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**Sterling Doiron**

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Signature Adoption: Pre-selected Style

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Sent: 9/30/2026 1:53:48 PM

Viewed: 9/30/2026 1:53:55 PM

Signed: 9/30/2026 1:54:20 PM

Freeform Signing

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

## Intermediary Delivery Events

### Status

### Timestamp

## Certified Delivery Events

### Status

### Timestamp

## Carbon Copy Events

### Status

### Timestamp

## Witness Events

### Signature

### Timestamp

## Notary Events

### Signature

### Timestamp

## Envelope Summary Events

### Status

### Timestamps

Envelope Sent

Hashed/Encrypted

9/30/2026 1:53:48 PM

Certified Delivered

Security Checked

9/30/2026 1:53:55 PM

Signing Complete

Security Checked

9/30/2026 1:54:20 PM

Completed

Security Checked

9/30/2026 1:54:20 PM

## Payment Events

### Status

### Timestamps