



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			
Department Office/Division/Program:	Marine Resources/ Policy & Management		
Department Contract Administrator or Grant Coordinator:	Meredith Mendelson/Angela Hopkins		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 84,000.00	Advantage <u>CT</u> / RQS #:	13A 20220929000000000954
CONTRACT	Proposed Start Date:	10/1/2022	Proposed End Date: 6/30/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Capitol Hill Policy Group	
Brief Description of Goods/Services/Grant:		Government relations for Lobster & Right Whale	

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University 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.	Renewed need for government relations support related to possible federal legislative change.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	While the Department typically would conduct this work itself, in this particular situation the process is evolving quickly and requires a level of engagement that state employees can't manage adequately alone given competing demands on time.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The Capitol Hill Policy Group has extensive experience in legislative and regulatory advocacy in natural resource industries, both on Capitol Hill and in the private sector. The retainer is commensurate with industry standards for this work and the state has negotiated a rate that is well below his usual monthly retainer fee. The Department seeks authorization to contract with Capitol Hill Policy Group on a month-to-month basis up to one year, for an agreed upon rate of \$7k monthly, funded by the Department.
4. Describe the plan for future competition for the goods or services.	N/A- this is an emergency situation at a point in time.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS	
The signatures below indicate approval of this procurement request.	

Signature of requesting Department's Commissioner (or designee):	<i>Meredith Mendelson</i> Meredith Mendelson (Oct 3, 2022 13:43 EDT)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Oct 3, 2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i>		
Typed Name:	<small>891CE7A1493D45B...</small> Martha Verhille	Date:	10/7/2022