



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

### 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:		Maine CDC/Maine Drinking Water Program		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/ Stacy Martin		
(If applicable) Department Reference #:		CD0-24-3200		
Amount: (Contract/Amendment/Grant)	\$ 4,609,004.00	Advantage CT / RQS #:	CT 10A 20230808*290	
CONTRACT	Proposed Start Date:	<b>10/1/2023</b>	Proposed End Date:	9/30/2026
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:		NEIWPCC – New England Interstate Water Pollution Control Commission Lowell MA 01854		
Brief Description of Goods/Services/Grant:		Providing eight contract staff engaged in the coordination of Public Water Supply Program activities including training, assistance, coordination, education and outreach to public water systems, as well as an assessment of what their needs are in order to attain and maintain compliance with the Safe Drinking Water Act.		

#### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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. 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.

NEIWPCCC will assist the Maine Department of Health and Human Services Drinking Water Program in meeting its requirements under the Public Water System Supervision (PWSS) program, the Drinking Water State Revolving Fund program, and other areas as required by the Safe Drinking Water Act.

Priority tasks will include:

1. collecting and processing compliance-related reports, alerts, and notification letters, and reviewing compliance history and status for systems in formal enforcement through research of documentation and sample results while supporting development of return to compliance strategies.
2. inputting, updating, improving, and maintaining quality-controlled data and databases (Safe Drinking Water Information System, Potential Sources of Contamination, etc.).
3. researching information for Rule Specialists, Public Water Inspection Team, and Subsurface Wastewater Unit, and Drinking Water State Revolving Fund Team.
4. working with all public water systems in Maine, including but not limited to 1,700 Community, Non-Transient Non-Community, and Transient Public Water Systems (PWS) and developing a list of PWS with financial and technical assistance needs
5. supporting communications and outreach efforts to public water systems and communities and providing custom onsite technical assistance to improve capacity of public water systems to comply with rules and regulations and protect public health.
6. overseeing subsurface wastewater permitting process.
7. training staff on, developing and revising appropriate policies and procedures to assure consistent rule implementation.
8. participating in the development of grant applications, solicitation of applications, ranking, award, and administration of multiple grant programs.
9. preparing quarterly progress reports that describe project activities and outputs for ME DHHS and NEIWPCCC, in addition to other relevant parties.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Established by an Act of Congress in 1947, NEIWPCCC is a not-for-profit regional commission (of which Maine is a member state) that helps the states of the Northeast preserve and advance water quality. They support agencies across New England and New York who are responsible for administering programs under the EPA's Clean Water Act and Safe Drinking Water Act in a number of ways, including by funding and/or staffing state agency programs.

The State of Maine requires assistance to fulfill its obligations to conserve and protect the water resources of the State of Maine. NEIWPCCC is a Public Comprehensive Planning Interstate Organization established under the New England Interstate Water Pollution Control Commission Compact (Public Law 80-294) for the sole purpose of providing services to the state water quality agencies. Pursuant to the provisions of Chapter 450 of the Public Laws of 1955, the State of Maine became a signatory member state of NEIWPCCC on August 31, 1955. NEIWPCCC is a not-for-profit 501(c)(3) recognized by the Internal Revenue Service, for more info please See attachment.

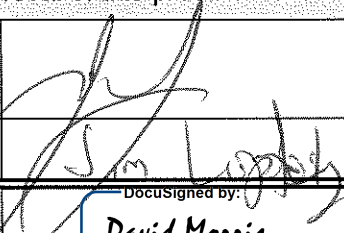
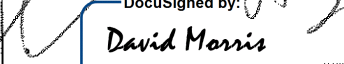
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Staffing costs are directly linked to comparable state position salaries and overhead costs are comparatively low since staff are co-managed by DHHS/CDC/Drinking Water Program supervisors.

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

This will continue to be a sole-source contract for these specialized services, paid for with EPA Drinking Water State Revolving Fund set-aside funds through the Maine Municipal Bond Bank.

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):			
Typed Name:	Sam Lopez	Date:	5-5-23
Signature of DAFS Procurement Official:			
Typed Name:	David Morris	Date:	10/30/2023