



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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		
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage <u>CT</u> / RQS #:	13A 20241002000000000914
CONTRACT	Proposed Start Date:	9/8/2024	Proposed End Date: 12/16/2026
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:	Nobleboro Historical Society, ME		
Brief Description of Goods/Services/Grant:	Fish ladder repair		

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. 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.

Alewives migrating to Damariscotta Mills are having trouble entering and exiting the lake via the fish ladder. The Damariscotta Mills Fish Committee will hire a mason to repair sections of the fish ladder.

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

The Nobleboro/Newcastle bears responsibility for the Damariscotta Mills fish run. The Fish Committee has been active in managing the fish run with goal of 1,000,000 returning alewives. The Nobleboro Historical Society works with the Fish Committee to handle outside funding. The Fish Committee will bear responsibility for evaluating the ladder and choosing the best mason to repair problems they have documented.

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

The Fish Committee requested financial assistance from DMR to repair problem areas of the fish ladder. DMR identified funding in the ARPA business case appropriate for that request. The request fits the mission of the Bureau of Sea Run Fish and Habitat.

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

The Damariscotta Mills Fish Committee is responsible for building their fish run and they know the problem areas of their fish ladder. They will choose a qualified mason with experience working with submerged concrete. There is no other entity that could complete this work.

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) – 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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Sean Ledwin</i>		
Typed Name:	Sean M. Ledwin, Director	Date:	10/3/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	10/10/2024


PJF CT 13A 20241002-0914

Final Audit Report

2024-10-03

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