



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:	Marine Resources/Bureau of Marine Science		
Department Contract Administrator or Grant Coordinator:	Dottie Yunger/Amanda Webb		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$6,194.38	Advantage <u>CT</u> / RQS #:	13A 20240124000000002047
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/1/2024	Effective Date:
	Previous End Date:	6/30/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Wright-Ryan Construction- Portland, ME		
Brief Description of Goods/Services/Grant:	Repairs/Renovations to Maine State Aquarium		

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

The Department had to refurbish the Maine State Aquarium (MSA) in time for the Summer 2024 opening. Staffing changes and shortages within DMR required the services described in the accompanying contract to be contracted out. Without the required repairs, the Department would not have been able to open to the public in a safe and informative manner. The MSA was closed in 2020 because of the COVID 19 pandemic. Attempts to reopen in 2022 and 2023 were made, and several significant issues impacting visitor safety, animal health and wellbeing, and facility integrity were identified. The MSA serves as a regional draw for Lincoln County and the Boothbay Harbor Region, with 30,000 visitors prior to the pandemic.

Amendment is needed to pay the final invoice which includes additional piping needed to complete the job.

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

The Vendor performed in-house work in the necessary timeframe to achieve a summer 2024 aquarium opening. Vendor provided all services needed (building repairs, electrical, and plumbing) to deliver a turnkey product without need, expense, and delay of using individual subcontractors. The vendor provided services at over a 40% cost reduction for the Department, based on initial quotes. Vendor leveraged previous work in Maine to jump start proposed deliverables and save on costs for Department. Vendor has done similar work at similar local facilities. The vendor is local, thereby reducing costs for site visits, travel time, etc.

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

The negotiated budget with vendor was fair and reasonable given the scope and timing of the project. Vendor provided services at over a 40% cost reduction for the Department, based on initial quotes. The Vendor leveraged previous work in Maine to jump start proposed deliverables. Vendor is local, thereby reduced costs for site visits, travel time, etc

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

There will not be the need to make these renovations again.

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.


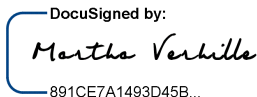
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	 Meredith Mendelson (Oct 21, 2024 08:50 EDT)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	10/21/24
Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	10/21/2024

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Final Audit Report

2024-10-21

Created:	2024-10-18
By:	Amanda Webb (amanda.webb@maine.gov)
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"PJF- CT 13A 20240124-2047 Amendment #2" History

-  Document created by Amanda Webb (amanda.webb@maine.gov)
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-  Document emailed to Meredith (meredith.mendelson@maine.gov) for signature
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-  Document e-signed by Meredith Mendelson (meredith.mendelson@maine.gov)
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