



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:		Marine Resources, Bureau of Public Health and Aquaculture	
Department Contract Administrator or Grant Coordinator:		Kohl Kanwit/HQ-Finance	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage <u>CT</u> / RQS #:	2025041600000002442
Amount: (Contract/Amendment/Grant)		\$40,000	
CONTRACT	Proposed/Original Start Date:	7/1/2025	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:		Bigelow Laboratory for Ocean Sciences 60 Bigelow Dr. East Boothbay, ME 04544	
Brief Description of Goods/Services/Grant:		Biotoxin sample processing for whole and roe on scallops	

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 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 132nd legislature passed LD1279 mandating funding of whole and roe on scallop biotoxin testing. ME DMR contracts biotoxin testing through the FDA certified biotoxin lab at Bigelow Analytic Services. This amendment to the existing contract provides funds to cover the additional testing not contemplated in the original scope of work.

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.

Bigelow Analytic Services (BAS) is an FDA certified biotoxin lab capable of producing results that can legally be used in shellfish management and maintain Maine’s compliance with the National Shellfish Sanitation Program. BAS is the only FDA certified private lab in the country and thus the only available option.

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

DMR negotiated a contract with BAS for \$60,000 per year for two years to process up to 1,000 PST samples and 10 DST samples. This addition of \$20,000 per year for two years allows for processing of up to 350 whole or roe on scallop samples from the aquaculture industry. This makes the per price sample \$57.14 which is lower than the list price of \$125 each for 10-19 samples, \$85 each for 20-29 samples or \$78 each for 30+ samples.

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

Future competition is currently limited by no other FDA certified labs in the US.

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):	<i>Meredith Mendelson</i> <small>Meredith Mendelson (Oct 21, 2025 08:50:24 EDT)</small>		
Typed Name:	Meredith Mendelson	Date:	10/21/2025

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:	<small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	10/24/2025






PJF CT 13A 20250416-2442 Amendment 11-1-2025

Final Audit Report

2025-10-21

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