



## 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:	<b>Sean Ledwin / HQ Finance</b>		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 25,000	Advantage <u>CT</u> / RQS #:	13A 20241016000000001013
<b>CONTRACT</b>	Proposed Start Date:	<b>9/16/2024</b>	Proposed End Date: 12/16/2026
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Town of Arrowsic, Arrowsic, ME		
Brief Description of Goods/Services/Grant:	Produce options for improving alewife fish passage at Arrowsic Pond		

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 Sewall Pond are having trouble entering and exiting the lake in the brook section between the old IFW dam and Rt. 127. The Arrowsic Fish Committee will hire a consultant/ engineering firm to explore and present options to improve fish passage.

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

The Town of Arrowsic bears responsibility for the Sewall Pond fish run. The Arrowsic Fish Committee has been active in managing the fish run with goal of enough returning alewives to harvest. The Town of Arrowsic, through the Arrowsic Fish Committee will bear responsibility for choosing the best option to increase alewife ingress and egress and minimize environmental impact.

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

The Arrowsic Fish Committee requested financial assistance from DMR to explore fish passage options. 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 Town of Arrowsic is responsible for building their fish run. They will use a competitive process to choose a consultant/ engineering firm. 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.

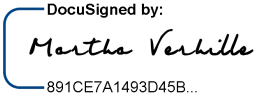
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	10/16/2024
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	11/14/2024

# PJF CT 13A 20241016-1013

Final Audit Report

2024-10-16

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