



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:	Governor's Office of Policy Innovation and the Future		
Department Contract Administrator or Grant Coordinator:	Sarah Curran		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 550,995	Advantage CT / RQS #:	20241112*1216
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date: 9/30/2029
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:	Wells National Estuarine Research Reserve, Wells, Maine		
Brief Description of Goods/Services/Grant:	Wells National Estuarine Research Reserve will establish the Maine Resilience Training Academy and deliver trainings on coastal resilience-related topics, as part of the NOAA Climate Resilience Regional Challenge Resilient Maine award.		

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 checked="" 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.

The Governor’s Office of Policy Innovation and the Future was awarded a \$69 million grant by NOAA Office of Coastal Management under the Climate Resilience Regional Challenge. Wells National Estuarine Research Reserve will provide services for this grant: Wells National Estuarine Research Reserve (WNERR) will establish the Maine Resilience Training Academy and deliver trainings on coastal resilience-related topics, including nature-based solutions, equitable engagement practices, effective risk communication, collaborative planning and decision-making, navigating conflict resolution, and more. WNERR will work in partnership with DEP to deliver trainings.

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

Per NOAA Award letter NA24NOSX473C0106-T1-01, Wells National Estuarine Research Reserve was named as a project collaborator who will implement grant activity 2.1.h Develop and deploy climate risk and impact assessment tools and models to communities, Maine Resilience Training Academy.

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

GOPIF received federal funding through the NOAA CRRC competitive grant for *Resilient Maine*. Wells National Estuarine Research Reserve, as a project partner, is a subrecipient of the grant.

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

Grant activities are anticipated to be completed by September 30, 2029. For new services GOPIF will conduct competitive processes as appropriate.

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):			
Typed Name:	Hannah Pingree	Date:	10/28/2024
Signature of DAFS Procurement Official:	<div data-bbox="613 1014 849 1115" style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small> <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small> </div>		
Typed Name:	Kathy Paquette	Date:	11/15/2024