



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)	\$ 110,000	Advantage <u>CT</u> / RQS #:	13A 20241028000000001098
CONTRACT	Proposed Start Date:	10/30/2024	Proposed End Date: 12/28/2026
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:	VC100006518 / Atlantic Salmon Federation, 14 Maine Street, Suite 202, Maine 04011		
Brief Description of Goods/Services/Grant:	Coordinate design and implementation of fish passage projects		

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.	The Atlantic Salmon Federation (ASF) will provide oversight for anadromous fish passage improvements Sheepscot and West Branch Pleasant River. ASF and its agents will provide construction oversight to ensure compliance with state and federal permit requirements and to verify that the work is done according to state and federal requirements. ASF will ensure that DMR and other interested parties are up to date with design progress and elements. ASF will complete the implementation of other fish passage projects where DMR is a partner.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	ASF has been working with the towns, communities, and other project partners in the Sheepscot and Pleasant River for years to gain support to implement this project. The Atlantic Salmon Federation has extensive project management experience with these projects and enough time and capacity to complete this project. DMR does not have program staff that can oversee the construction, particularly given some budget reductions with contract staff at DMR and the remote nature of this project. The Atlantic Salmon Federation has been awarded funding from the US Fish and Wildlife Service that is committed to this project. Without the Atlantic Salmon Federation managing the project, DMR could not complete this project.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	DMR has only partial funding for this effort and the Atlantic Salmon Federation has secured additional funds to make the project complete. The Atlantic Salmon Federation has a pending contract with an engineering contractor who can complete the work at low cost, can complete the design portion within the agreed upon timeframe, and has a proven track record of project completion. DMR has worked with the Atlantic Salmon Federation on a number of projects where they managed the design and construction processes.
4. Describe the plan for future competition for the goods or services.	In the future, if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate each equally.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input checked="" type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input type="checkbox"/> 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>Meredith Mendelson</i> Meredith Mendelson (Nov 19, 2024 08:38 EST)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Nov 19, 2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	11/20/2024






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Final Audit Report

2024-11-19

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