



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

### PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Environmental Protection/BRWM/Technical Services		
Department Contract Administrator or Grant Coordinator:		Tim MacMillan		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage CT / RQS #:	20211109*1186	
CONTRACT	Proposed Start Date:	11/09/2021	Proposed End Date:	11/30/2022
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:		Brown and Caldwell		
Brief Description of Goods/Services/Grant:		Field Services and Technical Support for PFAS Treatment		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		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 service is required to provide PFAS expertise in an active remediation project for the Dept. of Agriculture, Conservation and Forestry in consultation with the DEP. The project is located on an active farm and time is of the essence to meet disposal options (i.e. land application of manure etc.). Resources were needed immediately.

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

Brown and Caldwell are a national consulting engineering firm with capabilities in wastewater treatment, remediation technologies and emerging contaminants such as PFAS amongst other areas. They had personnel able to respond immediately to the DEP's need. Brown and Caldwell are already familiar with the project as they are providing technical assistance under a separate Low Value Service Contract (#20210907\*0600). However, additional consultative services are needed to finish the project and provide recommendations for future system design.

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

The rates are based on current charge rates for Brown and Caldwell personnel. The costs incurred will be based on time and materials only based on requests from the DEP. Rates are competitive in comparison with other environmental consultants of their caliber.

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

Future goods or services for this similar work, where time permits, will likely go through a Request for Bids process.

### PART IV: LATE JUSTIFICATION

1. Is the vendor currently working?  Yes  No – If No, proceed to Part V



2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

The Vendor was required to assist on an active PFAS remediation contract at a farm to support the DACF. The contract is being pushed for completion in November and DEP resources to assist were limited. DEP currently has CT #20210907\*0600, which is an under \$5K contract and we are expecting to go over this threshold amount.

### PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

1. Does this request utilize ARPA/MJRP Funds?

<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part VI

PART VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Melanie Loyzim	Date:	Dec 8, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	12/27/2021