



## 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:	DMR Bureau of Sea Run Fisheries and Habitat		
Department Contract Administrator or Grant Coordinator:	Sean Ledwin / Rochelle Nutting		
(If applicable) Department Reference #:			
Amount (Contract/Amendment/Grant):	\$ 8,080	Advantage CT / RQS #:	13A 2022080100000000335
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	8/22/2022	Effective Date:
	Previous End Date:	6/30/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Alden Research Laboratory LLC, Holden, MA		
Brief Description of Goods/Services/Grant:	St. Croix Preliminary Design Studies		

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 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.

Alden will conduct critical design studies to inform fish passage engineering and implementation on the St. Croix River. This project could result in the largest run of sea-run fish in Maine if completed. Federal funding could be available to implement this project if design studies and designs are completed in a timely manner. Click or tap here to enter text.

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

Alden has extensive design and survey experience with this project and enough time and capacity to complete this project. DMR does not have engineers that can complete this work and there is no other design firm with the ability to conduct these important surveys this summer and develop the associated products in enough time to meet this phase of design, which assists the Department in seeking additional funding for finalization of designs and ultimately project construction. Alden was the only engineering firm on the International Joint Commission study of alternatives and therefore has all the supporting materials and history with the project to be most efficient. Without Alden to conduct these tasks, 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.

These costs are below the budget of \$350,000 allocated for this task and the rates for each task were reviewed by a federal engineer as fair and reasonable. As other entities plan to fund Alden for additional tasks, this project will leverage that other funding to advance the project overall in a cost effective manner. Alden has a proven track record of completing work on the agreed upon timeframe and within budget. DMR requested that two sites be surveyed, rather than individual projects, and therefore significant cost savings were accrued due to efficiencies in travel and planning. Given the time sensitive nature, Alden is the only firm that can complete this task at this time.

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

If 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?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Sean Ledwin (Nov 29, 2022 10:07 EST)		
Typed Name:	Sean Ledwin, Director of Sea Run	Date:	Nov 29, 2022
Signature of DAFS Procurement Official:	 <small>DocuSigned by:</small>		
Typed Name:	Martha verhille	Date:	12/7/2022







# 20221129092618457

Final Audit Report

2022-11-29

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