



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
Table with 5 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: Justification type (A-L) and checkbox.

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.

During each day of MEDMR lobster larval survey, MEDMR scientists collect and preserve one zooplankton tow at a well-studied site in the region in Zone E. These samples are collected to determine the seasonality of Calanus and other likely prey items for American lobster larvae. The contractor will process the zooplankton tows collected during the MEDMR larval survey. MEDMR does not currently have the correct instrumentation, training, or capacity to process these samples. The contracted individual will also provide training for a MEDMR employee working on similar projects to start developing their skills on how to sort zooplankton tow samples to higher taxonomic levels. The contractor will create and present a final PowerPoint presentation comparing this year's zooplankton results with results from previous years.

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

Maura Niemisto is an expert taxonomist in the State of Maine who holds the identification skills necessary to complete this project. She is highly knowledgeable about the Gulf of Maine zooplankton and performs work similar to the requested contract regularly. She has been contracted for the past several years to assist with the DMR Larval Survey project and knows how to process the samples to our specifications, as well as make a final presentation that compares the current year with past years.

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

Maura has been contracted using a low-cost service contract for the past several years. The new service contract reflects the further development of taxonomic skills, inflation, and the addition of training a ME DMR employee to her contract. The training specifically will increase the total number of hours spent on this contract. We therefore must raise her rate to match the requested service.

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

The pool of active and expert zooplankton taxonomists in the state of Maine is limited; however, we will continue to develop relationships and an understanding of knowledge, skills, and abilities (KSA) of any potential partners over the coming two years should the need for competition arise in the future.

### 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: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Carl Wilson (Nov 28, 2023 20:54 EST)		
Typed Name:	Carl Wilson, Director of Marine Science	Date:	Nov 28, 2023
Signature of DAFS Procurement Official:	 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	12/27/2023







# PJF- CT 13A 20231128-1525

Final Audit Report

2023-11-29

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