



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		DEP, Water Bureau, Division of Water Quality Management	
Department Contract Administrator or Grant Coordinator:		Brandy Piers	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 49,588	Advantage CT / RQS #:	06A 20241107*1184
CONTRACT	Proposed Start Date:	12/2/2024	Proposed End Date: 3/2/2026
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:		University of Maine, Orono, Maine	
Brief Description of Goods/Services/Grant:		Hydrographic modeling services – Continued development of the Estuary Builder GIS Tool	

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 current Estuary Builder Tool is already a great resource for Maine DEP, but requires further enhancement to better inform marine dilution aspects associated with implementation of marine based nutrient criteria. Enhancements will provide more refined outputs that highlight standardized tidal prism exchanges. These new outputs will be used to assess the specific influence of point source discharges within semi-confined marine embayments/estuaries.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The team of Sean Smith and Bea Van Dam at the University of Maine were the primary developers of the initial Estuary Builder Tool. Sean and Bea are uniquely qualified to support the continued development of the tool.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The providers experience from the initial project provides an understanding of the amount of effort necessary to complete this next phase of the project.
4. Describe the plan for future competition for the goods or services.	As additional hydrographic models are developed for the coast of Maine new providers will be sought to see if their models can provide results that will inform water quality and resource management.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input 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 checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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:	Melanie Loyzim, Commissioner	Date:	Dec 20, 2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/30/2024