

**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:		Marine Resources, Bureau of Public Health		
Department Contract Administrator or Grant Coordinator:		Kohl Kanwit / Amanda Webb		
(If applicable) Department Reference #:		RFP 202306129		
Amount: (Contract/Amendment/Grant)		\$ 19,976	Advantage <u>CT</u> / RQS #:	13A 20231212000000001673
CONTRACT	Proposed Start Date:	4/1/2024	Proposed End Date:	9/25/2025
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:		Gulf of Maine Research Institute- Portland, ME		
Brief Description of Goods/Services/Grant:		Shellfish harvest economic impact study		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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 goal of this project is to provide economic analysis and information to support a better understanding of soft-shell clam landing and price trends and fluctuations (i.e., volatilities) at municipal, county, and regional (South coast, Midcoast, Downeast), and state levels. We also explore environmental, macroeconomic, and other socioeconomic factors contributing to landings and prices. All analyses will be conducted by using R software and all analysis codes and data products will be made available to the public. Final results will be communicated through a final technical report and presentations to the Maine Shellfish Advisory Council (ShAC) and at Shellfish Focus Day at the Maine Fishermen's Forum.

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

This vendor was selected because RFP 202306129 did not generate any proposals. With the assistance of other academics associated with the Shellfish Advisory Council specific qualified candidates were solicited and this was the only proposal received.

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

This project was allocated a potential of \$20,000 in funding and the selected proposal received uses just under that amount and meets the requirement for minimizing indirect costs. Generally speaking, throughout the process of requesting proposals the fact that \$20,000 is not enough for a project of this scale was the main reason for a lack of interest but this particular proposal was able to work within that limit.

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

It is unlikely that this kind of project will be done again in the near future, but if it were, it would follow the same process of trying to solicit proposals via the RFP process initially.

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):	<i>Kohl Kanwit</i>		
Typed Name:	Kohl Kanwit, Director of Public Health	Date:	Jan 4, 2024
Signature of DAFS Procurement Official:	 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	1/11/2024




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Final Audit Report

2024-01-04

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