



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Environmental Protection/Environmental Assessment/Watershed		
Department Contract Administrator or Grant Coordinator:		Alex Wong		
(If applicable) Department Reference #:		RFA #202505068		
Agency Department Code:		Advantage CT / RQS #:	20251029*1038	
Amount: (Contract/Amendment/Grant)		\$68,352		
CONTRACT	Proposed/Original Start Date:	10/01/2025	Proposed/Most Recent End Date:	12/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	10/01/2025
	Project End Date:		Grant End Date:	12/31/2027
Vendor/Provider/Grantee Name, City, State:		Cumberland County Soil & Water Conservation District, Windham, ME		
Brief Description of Goods/Services/Grant:		Grant for nonpoint source pollution control project: Trout Brook Watershed-based Management Plan Update Project. The project will develop an EPA 9-element watershed-based plan to help restore Trout Brook over the next 10 years.		

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 checked="" 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 checked="" type="checkbox"/>	J. Willing and Qualified

<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education 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.

Pursuant to Maine statutes (38M.R.S.A., Chapter 3, Article 1-F), the Department is charged with coordinating Maine’s Nonpoint Source Pollution Program to prevent or reduce NPS water pollution so that lakes, streams and coastal waters are protected and/or attain their clean water quality standards. Maine’s NPS Program is funded in part with grants from the United States Environmental Protection Agency (EPA) under Sections 319 and 604(b) of the Federal Clean Water Act (CWA). DEP administers Maine’s NPS program in accordance with and using funding provided by the United States Environmental Protection Agency (EPA). Grant projects selected through an annual RFA process are the primary means of meeting program guidelines.

In 2025, DEP received three applications through its annual RFA: Grants for Nonpoint Source Pollution Control (RFA #202505068). DEP convened an Evaluation Team and used the consensus approach to evaluate and score the three proposals. One application was selected for funding, and the remaining 2 of the applications were withdrawn by the applicants in favor of a different funding source.

The Trout Brook Watershed-based Management Plan Update Project was selected for direct funding for the following reasons:

- 1) All applications from the 2023 and 2024 RFAs were selected for funding. Therefore, there were no available projects for funding.
- 2) The Department evaluated areas for which 10-yr Watershed-based Management Plans expired, yet important work remained, and prioritized the Trout Brook Watershed for funding.
- 3) The Department approached the City of South Portland to update the plan, and they enlisted the assistance of the Cumberland County Soil & Water Conservation District, as a qualified partner that has developed Watershed-based Plans.
- 4) The project can be completed in the grant period, and is necessary for continued implementation funding in an urban impaired stream watershed.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

There have been four CWA s.319 implementation grants awarded to the City of South Portland, Town of Cape Elizabeth, and the Cumberland County Soil & Water Conservation District since 2013. The Department has provided technical assistance to those entities and collaborated with their staff to implement best management practices to help restore the watershed. Because of the urban nature of the stream and constant development pressures, more work in the watershed is required. Funding this project will ensure eligibility to receive CWA s.319 funds for further implementation work to restore Trout Brook.

PART III: SUPPLEMENTAL INFORMATION

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

The contract amount is the same as the amount in the original work plan, which was reviewed by the Department and the USEPA, and determined reasonable and cost-effective for the amount of work proposed. The cost, rates, and hours for budget categories and tasks are comparable to other NPS grant projects.

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

The circumstances surrounding this direct funding opportunity are unique, and DEP plans to continue issuing its annual RFA to select projects through a competitive process.

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

Does this request utilize ARPAMJRP 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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

- The requesting department's signatory understands and acknowledges Maine's Conflict of Interest statutes and, in accordance with statute, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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Signature of requesting Department's Commissioner (or designee):	<i>David R. Madore for Melanie Loyzim</i> 12/22/2025		
Typed Name:	Melanie Loyzim, Commissioner	Date:	
2. Additional signature required ONLY if box E (Emergency) is selected in PART II . The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	12/29/2025