

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	MDIFW/Bureau of Resource Management/Wildlife		
Department Contract Administrator or Grant Coordinator:	Bethany Atkins		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,950.00	Advantage CT / RQS #:	20210119000000002066
<b>CONTRACT</b>	Proposed Start Date:	1/24/2021	Proposed End Date: 12/31/2021
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Forest Research, LLC; Orono ME		
Brief Description of Goods/Services/Grant:	Reviews of appraisal reports prepared as due diligence for land acquisitions, in fulfillment of requirements by grant making organizations.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>x</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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### PART III: SUPPLEMENTAL INFORMATION

MDIFW will request up to 10 appraisal reviews at a cost of \$1,150 each for appraisals done to USPAP standards, and \$1,350 each for appraisals done to UASFLA standards.

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

Due diligence procedures for purchasing land requires an appraisal of the highest and best use of the property so as to establish a fair price for the land. Some funding grants require appraisals to the USPAP standard, some to the more rigorous UASFLA standard. In either case, a review of the appraisal is required by an appraiser other than the one that wrote the report, in order to provide a third-party check on the validity of the appraised value and the appraisal report. Forest Research LLC is one of the few companies in Maine that has the experience and familiarity with UASFLA standards and review requirements to provide the services the state needs.

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

Forest Research LLC (formerly Forest Research & Valuation) has done appraisal reviews for the state in the past. The per-review price offered is consistent with past service charges, and also with other reviewers' prices.

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

The state will continue to track prices for appraisal and appraisal review services in the state and negotiate for the best prices for services which meet the state's needs.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>	<i>James M Connolly</i>		<b>Date:</b> <i>1/19/2021</i>
<b>Signature of DAFS Procurement Official:</b>	<i>Debbie Jacques</i>		
<b>Printed Name:</b>	<small>DocuSigned by: 1DFA565D481F42E... Debbie Jacques</small>	<b>Date:</b>	<i>1/25/2021</i>