

## 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:<br>(Contract/Amendment/Grant)                   | \$ 7,500.00          | Advantage CT / RQS #:   | 20210119000000002059 |          |  |
| CONTRACT  | Proposed Start Date: | 2/1/2021  | Proposed End Date:   | 7/1/2021 |  |
| 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:              |                      | Maine Boundary Consultants<br>Buxton, ME                                    |                      |          |  |
| Brief Description of Goods/Services/Grant:              |                      | Survey of ~30 acres in Livermore as due diligence for possible acquisition. |                      |          |  |

### 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:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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## PART III: SUPPLEMENTAL INFORMATION

The contractor will provide a recordable survey, deed description, shape files and surveyor's report for 30 acres adjacent to the Tolla Wolla WMA. The survey will be part of the due diligence the Department does in its process of acquiring the land to add to the WMA and provide access to the Androscoggin River for boating.

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

The Department selected Maine Boundary Consultants for their thoroughness in researching title and rights-of-way, and price.

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

MBC's price is for a baseline survey without a detailed investigation into rights-of-way to or within the project area but allowed for this additional work if the circumstances required. The baseline price was similar to other projects the Department has completed for parcels of similar size and configuration.

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

As a matter of course, the Department solicits quotes for all contracted services and selects service providers based on quality of work, timeframe for completion and competitive price.

## 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>                          | <small>DocuSigned by:</small><br><i>Debbie Jacques</i>                         |              |                  |
| <b>Printed Name:</b>  | <small>1DFA565D481F42E...</small><br>Debbie Jacques                            | <b>Date:</b> | 1/25/2021        |