



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF 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 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:		Inland Fisheries & Wildlife		
Department Contract Administrator or Grant Coordinator:		Diano Circo, Chief Planner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$5,400.00	Advantage CT / RQS #:	2022010600000001639	
CONTRACT	Proposed Start Date:	1/10/2022	Proposed End Date:	3/28/2022
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:		SurveyWorks, Inc.; Auburn ME		
Brief Description of Goods/Services/Grant:		Boundary survey of acquisition parcel Tax Map 12, Lot 53-6 in Greene, ME		

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
x	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

Please respond to ALL of the questions in the following sections.

REV 10/7/2021

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.

MDIFW requires a boundary survey as part of its due diligence in acquiring land.

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

The selected vendor provided the lower of two quotes and a shorter timeframe for completion. Two other surveyors declined to bid on the job.

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

The price for service is commensurate with other survey contracts the state has recently completed, and the timeframe is particularly short.

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

MDIFW will continue to solicit quotes for services and timeframes for completion from multiple vendors.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.


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

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	Judith Camuso	Date:	1/10/22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	Michelle Fournier	Date:	1/13/2022