



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:		Agriculture, Conservation & Forestry/ Bureau of Parks and Lands	
Department Contract Administrator or Grant Coordinator:		Liz Petruska	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 27,500	Advantage CT / RQS #:	01A 20220114*1682
CONTRACT	Proposed Start Date:	1/15/2022	Proposed End Date: 12/31/2023
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:		Creative Conservation, LLC – Jerry Bley	
Brief Description of Goods/Services/Grant:		Contracted Services for land conservation analysis and land acquisition project development.	

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 checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input 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 Bureau of Parks and Lands oversees a significant portion of Maine's conserved natural resources and recreation lands, and is responsible for the management of more than 1,000,000 acres (public lands, state parks, and historic sites) of fee and conservation easement lands, with additional responsibilities for nearly an additional 1,000,000 acres. The Bureau has been successful in adding to this State ownership through its land acquisition program and is currently working on several dozen active projects. Work on land transactions is very specialized and requires specific tools and training because of the complexity of the documents and the required internal approval process. The Bureau does not have sufficient staff capacity to perform this work and has relied on contractors in the past to perform this service.

The Maine Natural Areas Program (MNAP) has spent the past year leading a comprehensive analysis of the effectiveness of Maine's land conservation programs in meeting the goals set forth by the 1997 report prepared by the Land Acquisition Advisory Committee (LAPAC). MNAP staff compiled its research into a detailed 70-page report. Contracted services are needed to summarize this report prior to distributing the results to the public.

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

- Jerry previously provided land acquisition services to the Bureau. He was selected as a contractor following an RFP process. Jerry's last contract expired several years ago. However, because of his past experience in working with the Bureau, he is uniquely qualified to assist with several complicated projects that need immediate attention.
- Jerry Bley was the Chair of the Land Acquisition Priorities Advisory Committee and primary author of the 1997 Final Report and Recommendations of the Land Acquisition Priorities Advisory Committee. As such he's uniquely positioned to help review progress on the recommendations made. More recently Jerry has also served as co-coordinator of Maine's Task Force on Land Conservation and helped produced the report Shaping the Next Generation of Land Conservation in Maine – 2019 Final Report from the Land Conservation Task Force. As a result of his prior work Jerry will be able to build upon and integrate key findings, challenges, and recommendations into the LAPAC final report that complements earlier work.

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

The Provider's rate of \$95/hour is comparable to rates paid to other contractors for land acquisition work. The Contractor has prior experience working with the Bureau and is familiar with BPL's holdings and staff in the Augusta and regional offices. There is an immediate need for assistance, and it is in the State's interest to pursue this sole-source contract so to prevent a period of non-productivity and the extra expense of a learning curve.

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

The Bureau is currently preparing an RFP for a broader scope of services related to the Bureau's land acquisition needs, including administration of the Bureau's role as the Designated State Agency for Land for Maine's Future projects. We anticipate this RFP will go out later this winter. Jerry's services will cover immediate needs, and then he will also be the lead on more complex projects as the selected bidder gets up to speed on the Bureau's land acquisition program.

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

Does this request utilize ARPA/MJRP funds?

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

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):	DocuSigned by: <i>Amanda E. Beal</i>		
Typed Name:	-20AF3A2882BB4AA...	Date:	1/27/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Typed Name:	1DFA565D481F42E...	Date:	1/28/2022
	Debbie Jacques		