

## 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)	\$ 6,900.00	Advantage CT / RQS #:	20210201000000002148	
<b>CONTRACT</b>	Proposed Start Date:	1/29/2021	Proposed End Date:	5/31/2021
<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:	Boynton & Pickett, LLC; Skowhegan, ME			
Brief Description of Goods/Services/Grant:	For a boundary survey of three lots in Augusta owned by Greg Wing as due diligence for 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:
<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 is conducting due diligence as part of the process of acquiring three lots in Augusta, ME from Greg Wing. The lots are identified on the City of Augusta's tax map 3 as lots 23, 24, and 26 and are located adjacent to the Alonzo Garcelon Wildlife Management Area. A survey of the lots will establish the exact boundaries of the ownership and access rights.

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

The Vendor has done good work for the Department in the past and has offered to do the survey for a reasonable price and timeline.


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

The Vendor was selected after the Department requested quotes from several surveyors. Boynton & Pickett had the low quote and a reasonable timeframe in which to complete the work.

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

NA. This contract is specific to a survey of this piece of property.

### 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>	James M Connolly	<b>Date:</b>	2/1/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
<b>Printed Name:</b>	<small>1DFA565D481F42E...</small> Debbie Jacques	<b>Date:</b>	2/3/2021