

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:		Diano Circo, Chief Planner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6,320.00	Advantage CT / RQS #:	2021020100000002140
CONTRACT	Proposed Start Date:	2/1/2021	Proposed End Date:	3/31/2021
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:		Boynton & Pickett, LLC		
Brief Description of Goods/Services/Grant:		Boundary survey of proposed acquisition lands in Albany Township (lots 7-32 and a portion of lot 1-13) and Bethel (lot 2-18).		

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

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. 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

MDIFW will contract for the provision of a boundary survey of two parcels of land, as identified in Part 1, from White Pine Forest, LLC. The parcels are located adjacent to Songo Pond. Acquisition of the parcels will provide public access to Songo Pond.

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

The vendor is a qualified surveyor who has successfully completed work for the Department in the past.

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

Requests for quotes and a timeframe for completing the survey work were issued to three surveying companies. The other two respondents provided quotes of \$9,600 and \$11,500. The selected surveyor's quote is significantly less.

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

NA. This contract is specific to acquisition of a specific piece of property located to address a specific issue.

PART IV: 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:	<i>James M Connolly</i> <i>James M Connolly</i>	Date:	<i>1/29/2021</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	2/3/2021