

## 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:                     |                      | DACF/ BPL/Submerged Lands Program                   |                        |            |
| Department Contract Administrator or Grant Coordinator: |                      | John Noll   |                        |            |
| (If applicable) Department Reference #:                 |                      |   |                        |            |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 35,000.00         | Advantage CT / RQS #:                               | CT 2021030500000002405 |            |
| CONTRACT  | Proposed Start Date: | April 1, 2021                                       | Proposed End Date:     | 12/31/2021 |
| 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:              |                      | Maine Island Trail Association, Portland, Maine     |                        |            |
| Brief Description of Goods/Services/Grant:              |                      | Coastal Island Land Management – Island Stewardship |                        |            |

### 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                      | X | 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.**

The Bureau is responsible for the management of approximately 1,300 state owned islands. Many of these islands are heavily used for public recreation. The Bureau does not have the staff to manage public use of these islands. This grant continues a long-standing agreement by MITA to manage some of the most popular recreational islands around Casco Bay.

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### PART III: SUPPLEMENTAL INFORMATION

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

The task of monitoring and managing Maine's islands requires a well-established, highly motivated, largely volunteer labor force. MITA has the organization and the existing network of volunteers and contacts with boaters. No other organization could provide this service for this cost.

MITA is already managing several islands in the same vicinity with assistance from local volunteers and they are already familiar with the state-owned islands. MITA has the organization and the existing network of volunteers and contacts with boaters. MITA is the only organization that does what they do.

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

It would cost significantly more to have any other agency perform the island management. MITA is already managing several islands in the same vicinity with assistance from local volunteers and they are already familiar with the state-owned islands.

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

None anticipated because MITA is unique in their role as stewards of Maine's islands.

### PART IV: APPROVALS

|   |  |              |           |
|---|--|--------------|-----------|
| <b>Signature of requesting<br/>Department's Commissioner<br/>(or designee):</b> | <i>By signing below, I signify that I approve of this procurement request.</i> |              |           |
|   | <small>DocuSigned by:</small><br><i>Amanda E. Beal</i>                         |              |           |
| <b>Printed Name:</b>  | <small>20AF3A2882BB4AA...</small>  | <b>Date:</b> | 3/25/2021 |
| <b>Signature of DAFS<br/>Procurement Official:</b>                              | <small>DocuSigned by:</small><br><i>Debbie Jacques</i>                         |              |           |
|   | <small>1DEA565D481E42E</small>   |              |           |
| <b>Printed Name:</b>  | Debbie Jacques   | <b>Date:</b> | 3/30/2021 |