

**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:		Environmental Protection/Remediation/Brownfields	
Department Contract Administrator or Grant Coordinator:		Carla Hopkins, Director, Division of Remediation	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$10,000	Advantage CT / RQS #:	CT #20230119*1941CT #20230119*1941
CONTRACT	Proposed Start Date:	2/1/2023	Proposed End Date: 2/1/2024
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:		Sanborn, Head & Associates, Inc.	
Brief Description of Goods/Services/Grant:		The Provider will provide an independent evaluation of the Department's proposed/updated background threshold values for certain metals and polycyclic aromatic hydrocarbons (PAHs).	

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 Department regularly provides updates to the Maine Remedial Action Guidelines for Contaminated Sites (RAGs) which provide Maine background values for certain contaminants under specific property use scenarios. Additional data were gathered in 2022 to build upon the current background values and statistics applied in the RAGs. The Department is updating the RAGs document and these new data are being used to update the background values. The Provider will provide an independent review of the proposed values and the Department’s approach and updates to the RAGs.

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

Sanborn, Head & Associates, Inc. is willing and qualified to complete this work. Sanborn, Head & Associates, Inc. entered a service contract with the Department to complete the background study in 2022. Services included data collection, coordination of analysis, evaluation of the data, including statistical analysis. Sanborn, Head & Associates, Inc. provided quality support for that project, and the RAGs update is time sensitive. Their involvement with the Department’s 2022 background study and report allows them to efficiently provide a thorough evaluation of the proposed RAGs background values and approach.

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

The cost for the requested services was negotiated between the Department and Sanborn, Head & Associates, Inc. Similar scopes of work have been provided to the Department in the past, and the proposed costs are in line with past work and current rates.

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

As this service is not routinely sought by the Department, there is no plan to seek this work in the foreseeable future, and a competitive process is not warranted.

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):	<i>David R. Madore for Melanie Loyzim</i>		
Typed Name:	David Madore for Melanie Loyzim	Date:	Mar 24, 2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	3/27/2023