



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:		DACF / BPL / Southern Region Parks / Kettle Cove State Park	
Department Contract Administrator or Grant Coordinator:		Matt McGuire, Assistant Regional Manager	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 7,250.00 (Amendment)	Advantage CT / RQS #: 20230425*2858
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date: 5/31/2024
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:		Sebago Technics, South Portland, Maine	
Brief Description of Goods/Services/Grant:		Survey of boundary lines at Kettle Cove State Park.	

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

Kettle Cove State Park shares boundary lines with Crescent Beach State Park, the Town of Cape Elizabeth, and private landowners. The public accesses a portion of the beach and boat launch outside of the designated fee collection point. In order to establish development plans, clarify rule/law enforcement activities, and promote effective landowner relations with abutters this survey is needed.

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

This is an amendment of the existing contract with the vendor. The vendor will perform additional work to provide a more comprehensive survey of park boundaries.

[Click or tap here to enter text.](#)

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

The vendor provided a reasonable proposal for the additional survey work to be performed.

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

Solicit quotes from qualified vendors.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:

Amanda Beal

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Typed Name:

Date:

2/16/2024

Signature of DAFS
Procurement Official:

DocuSigned by:

Kathy Paquette

41C2BA36FAF44CD...

Procurement Justification Form (PJF)

Typed Name:	Kathy Paquette	Date:	4/22/2024
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