

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:		Department of Inland Fisheries and Wildlife			
Department Contract Administrator or Grant Coordinator:		Diano Circo			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 9999.99	Advantage CT / RQS #:	20210510000000003141		
CONTRACT	Proposed Start Date:	10/1/20	Proposed End Date:	9/30/21	
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:		Town of Brunswick, 85 Union St., Brunswick, ME 04011			
Brief Description of Goods/Services/Grant:		Oversight and management of MDIFW's Mere Point boat launch facility			

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.

Mere Point is the largest and most heavily used facility owned by the Department; therefore, it requires continuous oversight and maintenance to ensure public safety and functionality of the site. In 2007, MDIFW and the Town of Brunswick entered into a Cooperative Agreement to define roles and responsibilities of managing and maintaining the facility; this contract is an extension of that Cooperative Agreement.

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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 Town of Brunswick has a Recreation Department that manages and maintains several parks and public spaces within Brunswick. They can maintain consistent presence on site and provide proper response to maintenance needs and/or public hazard issues to ensure the facility remains in a safe and functional state.

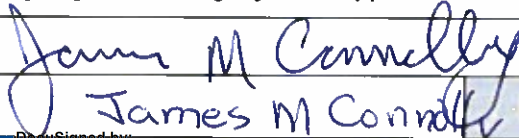
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Town of Brunswick typically expends much more in maintenance costs of the facility each year than is covered under this contract. In addition, the Town of Brunswick provides the Department with much needed in-kind match for the federal grant monies used to maintain this facility.

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

The Department will continue to review the Town's proposed scope of work prior to each season to ensure the costs remain fair and reasonable.

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:	James M Connelly	Date:	5/19/2021
Signature of DAFS Procurement Official:	<i>Debbie Jacques</i>		
	<small>1DFA666D481F42E...</small>		
Printed Name:	Debbie Jacques	Date:	5/20/2021