



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:		MDIFW/Bureau of Resource Management/Wildlife	
Department Contract Administrator or Grant Coordinator:		Bethany Atkins	
(If applicable) Department Reference #:		Desktop technical appraisal reviews	
Amount: (Contract/Amendment/Grant)	\$12,800.00	Advantage CT / RQS #:	20220419000000002520
CONTRACT	Proposed Start Date:	4/25/2022	Proposed End Date: 4/30/2023
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:		Forest Research, LLC; Orono ME	
Brief Description of Goods/Services/Grant:		Reviews of appraisal reports prepared as due diligence for land acquisitions, in fulfillment of requirements by grant making organizations.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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.

MDIFW is required to get third-party reviews of appraisals that are for lands to be acquired with federal funds. This contract is to secure these services for at least 8 reviews at a cost of up to \$1,600 each.

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

Eight appraisers were solicited for quotes, four of which were from out of state. One, Don Coon, was not taking on new work and declined to provide a quote. CNY Appraisers provided a quote of \$2,000-\$2,800 per review. Bill Steigerwaldt quoted a range between \$1,500 to \$4,500 per review. LandVest quoted \$2,800 to \$5,600 each or \$350/hr. Knowles Associates quoted \$1,250 to \$2,000 each. Legacy Appraisal Services quoted \$900-\$1,600 per review.

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

Forest Research, LLC has done appraisal reviews for the state in the past. The per-review price offered is consistent with past service charges, and similar to or lower than other reviewers' prices. Given the time constraints of Forest Research and Legacy Appraisal Services who provided the two lowest quotes, the reviews the Department anticipates it will need over the coming year were divided between the two appraisers.

Late start Justification: staffing shortages delayed sending and review of the contract.

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

The state will continue to track prices for appraisals and appraisal review services in the state and negotiate for the best prices for services which meet the state's needs.

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

Does this request utilize ARPA/MJRP funds?

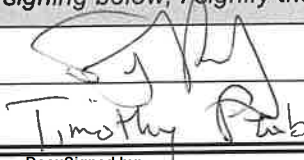

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
Printed Name:	 Timothy P. Ruby	Date:	4/25/2022
Signature of DAFS Procurement Official:	DocuSigned by:  Debbie Jacques		
Printed Name:	1DFA565D481F42E... Debbie Jacques	Date:	5/12/2022