



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 – Wildlife Management		
Department Contract Administrator or Grant Coordinator:	Bethany Atkins		
(If applicable) Department Reference #:	Pass through Coastal Wetlands Grant #F22AP00692		
Amount: (Contract/Amendment/Grant)	\$ Up to 466,365	Advantage CT / RQS #:	20220401000000002305
CONTRACT	Proposed Start Date:	4/4/2022	Proposed End Date: 3/31/2023
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:	Casco Bay Title Company; Brunswick, ME		
Brief Description of Goods/Services/Grant:	The purpose of this contract is to pass through federal funds received by the Department from the US Fish and Wildlife Service (USFWS) through the Coastal Wetland Grant Program under Grant Agreement #F22AP00692 entitled "FY22 CYG COUSINS RIVER FIELDS AND MARSH CONSERVATION PROJECT". The provider shall act as the closing agent for the fee acquisition of the 42.7-acre Cousins River property by the Maine Coast Heritage Trust.		

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.

MDIFW received funds from the US Fish and Wildlife's Coastal Wetlands Grant (CWG) program on behalf of Maine Coast Heritage Trust (MCHT) for the purchase of 42.7 acres in Cumberland County. Casco Bay Title Company are representing MCHT in the closing. The federal funds will flow through MDIFW to complete the acquisition.

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

Since MCHT will be purchasing the land, it was their decision whom to hire to represent them. MDIFW is simply reimbursing them for their acquisition and closing costs through the grant funds.

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

MDIFW has the other vendor who provided a quote under contract at present for other appraisal work. The availability of qualified vendors to complete USFLA standard appraisals is quite limited in Maine, with only a handful of appraisers qualified to do the work and fewer who are willing to take on additional projects in a timely fashion at present.

Late start justification: staffing shortages delayed the review of the contract.

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

The Department will continue to review costs associated with pass-through grants to ensure they are reasonable and justified.

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




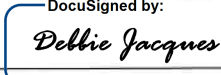
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:		Date:	
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	5/18/2022