

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:	Bureau of General Services			
Department Contract Administrator or Grant Coordinator:	Deane Rykerson			
(If applicable) Department Reference #:	3675 Mackworth Island Renovations Phase 1			
Amount: (Contract/Amendment/Grant)	\$12,800	Advantage CT / RQS #:	CT 18A 20240408*2752	
CONTRACT	Proposed Start Date:	16 April 2024	Proposed End Date:	13 May 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 INC, 75 JOHN ROBERTS RD SUITE 4A SOUTH PORTLAND, ME VC1000082771			
Brief Description of Goods/Services/Grant:	Interpretation of LIDAR Information			

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.
Sebago Technics has surveyed Mackworth Island with LIDAR. Additional interpretation is required to complete Construction Documents

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Sebago Technics has the information to compile which would allow completion of Project

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

Negotiations with vendor resulted in lowest cost possible.

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

Future surveying services to be procured with RFP process.

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>		
	DocuSigned by: 		
Printed Name:	Elaine Clark, Deputy Commissioner, Department of Administrative and Financial Services	Date:	4/10/2024
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	EA813178102243C... Joseph Zrioka Director of IT Procurement	Date:	5/1/2024