



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Inland Fisheries & Wildlife		
Department Contract Administrator or Grant Coordinator:		Flora Drury		
(If applicable) Department Reference #:		To act as Closing Attorney and Escrow Agent for the closing on 84 acres in Brunswick, to be acquired by the Brunswick-Topsham Land Trust with MDIFW mitigation funds awarded to IFW pursuant to Site Location of Development Act and Natural Resources Protection Act Orders, Project Number(s) # L-27793-24-A-N and #L-27793-TH-B-N.		
Amount: (Contract/Amendment/Grant)		\$ \$205,000.00	Advantage CT / RQS #:	09A-20250513000000002680
CONTRACT	Proposed Start Date:	5/20/2025	Proposed End Date:	12/31/2025
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 state mitigation funds received by the Department from the ME DEP under Site Location of Development Act and Natural Resources Protection Act Orders, Project Number(s) # L-27793-24-A-N and #L-27793-TH-B-N to compensate for impacts to 65.4 acres of grassland bird habitat. The provider shall act as the closing attorney and escrow agent for the fee acquisition of the 84-acre Hill property by the Brunswick-Topsham Land Trust (BTLT).		

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 checked="" 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 mitigation funds from the MDEP to support the conservation of grassland habitat. BTLT and IFW have identified a suitable parcel of land in Brunswick containing approximately 84 acres, the majority of which are grassland bird habitat, identified on the 2022 tax maps as Map 22, Lot 22, which will be conserved through fee acquisition subject to a MOU between MDIFW and BTLT. The landowners of this parcel are the only provider able to sell this land to BTLT. BTLT has selected Casco Bay Title Company represent them and serve as escrow agent in the closing. Provided that the terms of the MOU between MDIFW and BTLT are met, will provide the mitigation funds to this escrow agent prior to closing.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Since BTLT will be purchasing the land, it was their decision whom to hire to represent them and act as escrow agent for this land acquisition closing. MDIFW is providing funds, subject to a MOU between MDIFW and BTLT, to acquire the property.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	IFW is contributing less than the appraised value of the lands to be purchased by BTLT, and BTLT will not pay more than appraised value for lands they acquire. The Closing Attorney/Escrow Agent establishes their own fees for services, which are to be paid by BTLT.
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?

<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by: <i>Judith Camuso</i> <small>2E11948D8425475...</small>		
	Typed Name:	Judith A. Camuso	Date: 5/14/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
	Typed Name:	Martha verhille	Date: 5/29/2025

Certificate Of Completion

Envelope Id: 2FEEDF25-142E-46D6-8265-C81DCDC88A8D	Status: Completed
Subject: Complete with Docusign: Casco Bay Title PJF 09A-20250513-2680 - pass through - Brunswick.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Karen Estabrook
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	Karen.Estabrook@maine.gov
	IP Address: 198.182.163.113

Record Tracking

Status: Original	Holder: Karen Estabrook	Location: DocuSign
5/13/2025 12:27:44 PM	Karen.Estabrook@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: Docusign

Signer Events

Judith Camuso
 judy.camuso@maine.gov
 Commissioner
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 2E11918D8425475...
 Signature Adoption: Pre-selected Style
 Using IP Address: 98.2.212.188

Timestamp

Sent: 5/13/2025 12:28:22 PM
 Resent: 5/14/2025 7:02:01 AM
 Viewed: 5/14/2025 12:13:59 PM
 Signed: 5/14/2025 12:14:22 PM

Electronic Record and Signature Disclosure:

Accepted: 10/19/2020 7:28:05 AM
 ID: 24d64f2e-00cf-46c0-b117-54ad17a1fc59

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/13/2025 12:28:22 PM
Certified Delivered	Security Checked	5/14/2025 12:13:59 PM
Signing Complete	Security Checked	5/14/2025 12:14:22 PM
Completed	Security Checked	5/14/2025 12:14:22 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Inland Fisheries and Wildlife (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Inland Fisheries and Wildlife:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: heather.rodrique@maine.gov

To advise Inland Fisheries and Wildlife of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at heather.rodrique@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Inland Fisheries and Wildlife

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Inland Fisheries and Wildlife

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Inland Fisheries and Wildlife as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Inland Fisheries and Wildlife during the course of your relationship with Inland Fisheries and Wildlife.