



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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:		Dept. of Agriculture, Conservation and Forestry, Bureau of Parks and Lands	
Department Contract Administrator or Grant Coordinator:		Liz Petruska	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 25,000	Advantage CT / RQS #:	01A 20220512*2851
CONTRACT	Proposed Start Date:	6/20/2022	Proposed End Date: 12/31/2022
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:		The Trust for Public Land	
Brief Description of Goods/Services/Grant:		Pre-acquisition services	

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.

The Trust for Public Land (TPL) is one of several active and committed "partners" in BPL's Land Acquisition Program, assisting the Bureau in working with willing landowners interested in securing funds to conserve lands, protect important natural resources, and ensure they are available for public recreation. In partnership with the Bureau, TPL is undertaking pre-acquisition due diligence and project planning to ensure that the State is ready to proceed with the acquisition of Talking Brook Public Land later this year. TPL is responsible for a wide range of due diligence work for the Talking Brook project including contracting for title work, a hazardous assessment, survey, appraisal, and parking design. The Bureau relies on its partners to work with landowners to provide the necessary due diligence for an acquisition. The Bureau does not have the capacity to undertake these items on its own.

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

The Trust for Public Land will be our partner in all aspects of due diligence for this project. They know the landowner, the property, and the requirements of our public funders from their long history as a partner with the State. They were our partner in several prior public reserve land acquisitions, and have worked with this particular landowner for many years. Hence they have a unique set of capacities and knowledge crucial for shepherding this project through the required steps for a successful acquisition.

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

The Trust for Public Land works with due diligence vendors across the state and are knowledgeable about reasonable costs for the services and products being provided to the state.

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

Regarding project partners, the Bureau works with land trusts and conservation organizations that have the knowledge and capacity to provide the necessary services for its land acquisition program; these have included not only The Trust for Public Land but also, Forest Society of Maine, The Nature Conservancy, The Conservation Fund, and Downeast Lakes Land Trust. Any land trust that connects with an interested landowner can work with us as partners on a project.

### 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):	DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:		Date:	6/10/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i> 1DFA565D481F42E...		
Typed Name:	Debbie Jacques	Date:	6/14/2022