



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:		Inland Fisheries & Wildlife		
Department Contract Administrator or Grant Coordinator:		Bethany Atkins, Section Supervisor		
(If applicable) Department Reference #:		Boundary survey, legal description, shape files and line markings for Woodland parcel, Map 8, Lots 30E and 31		
Amount: (Contract/Amendment/Grant)		\$ 22,500.00	Advantage CT / RQS #:	09A-20240531000000003506
CONTRACT	Proposed Start Date:	6/7/2024	Proposed End Date:	8/30/2024
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:		Sackett & Brake Survey, Inc.; Skowhegan, ME		
Brief Description of Goods/Services/Grant:		Boundary survey, legal description, shape files and line markings for Woodland parcel, Map 8, Lots 30E and 31		

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 service provider will establish the boundaries for Woodland Tax Map 8 Lots 31 and 30E, being sold to the state to add to the Caribou Stream Wildlife Management Area. The Provider shall produce a survey plan showing the location of markers, rights of way, and any encroachments. The survey shall meet all requirements to be recorded at the Aroostook County Registry of Deeds. The surveyor shall also clear and blaze the boundary lines, provide a GIS-compatible shape file of the property to be purchased, and submit a surveyor's report, if required by the title insurance company. All of these services will help to establish the Department's clear title to the land it is purchasing.

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

Sackett & Brake was chosen because of their low quote of \$22,500, and for their responsiveness to the Department on previous contracts. They submit deliverables on time, which is critical to the Department's closing process.

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

The quote from Sackett & Brake is similar to or lower than quotes from other companies for similar work in the past.

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

The Department will continue to solicit quotes and timeframes for completion of services from multiple vendors.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Judith A Camuso</i> 2E11918D8425475...		
Typed Name:	Judith A Camuso	Date:	6/13/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	6/17/2024