

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:		DACF/BP&L/Boating Facilities			
Department Contract Administrator or Grant Coordinator:		Janet Johnson			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 18,093.60	Advantage CT / RQS #:	01A 20200706*0012	
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date:	6/30/2021	
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:		VC0000207739—CSS Development Inc. 460 York Street, Caribou, ME			
Brief Description of Goods/Services/Grant:		Lease of boating facility and lands located at Shore Drive, Madawaska Lake Township			

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
X	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.

The Bureau of Parks & Lands has a current lease agreement with CSS Development, Inc. to operate a boating facility located at Shore Drive, Madawaska Lake Township. This 30 year lease began on July 1, 2015 and is in effect through June 30, 2045.

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PART III: SUPPLEMENTAL INFORMATION

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

No other entity can provide this service, since the lease is with the organization that currently owns the land where the boating facility is located.

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

The lease shall be paid in monthly installments and adjusted according to the CPI-U every two years. The original base lease amount for FY16 and FY17 was \$16,800 annually. The adjusted amount for FY20 and FY21 is \$18,093.60

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

There are no current plans for future competition, since this is a lease agreement.

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>		
	<small>DocuSigned by:</small>		
	<i>Amanda E. Beal</i>		
Printed Name:	<small>20AF3A2882BB4AA...</small>	Date:	7/16/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
	<i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	7/20/2020

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