



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:		Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands		
Department Contract Administrator or Grant Coordinator:		William A. Patterson, Deputy Director MBPL		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$23,000	Advantage CT / RQS #:	CT 01A 20230712*0059
CONTRACT	Proposed Start Date:	<b>7/24/2023</b>	Proposed End Date:	6/30/2025
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:		Forest Society of Maine 115 Franklin St., 3 <sup>rd</sup> Floor Bangor, ME 04401		
Brief Description of Goods/Services/Grant:		Conservation Easement Monitoring of the Katahdin Forest parcel.		

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.

Forest Society of Maine will be contracted to comply with annual monitoring responsibilities as required under Title 33 §477-A, Conservation Easement Standards and under Forest Legacy Program Implementation Guidelines, 2003. The vendor will be responsible for annual monitoring for compliance, providing a report of annual monitoring activities, coordinating and facilitating annual meetings with the landowner and other stakeholders, maintaining communications with the landowner, maintaining all files, reports, emails, and data collected, and providing MBPL an invoice with detailed accounting of all activities as they related to terms of the easement with each invoice.

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

This contractor has the experience, expertise, and tools to perform the easement monitoring using the protocol system that has been developed. This contractor has been monitoring this easement since 2006 and is very knowledgeable about the property which allows them to efficiently perform the easement monitoring and quickly detect changes to the land that may be violations of the easement conditions. This service is very specialized and to open up for competitive bid would delay monitoring and there would be a loss of years of training, knowledge, and history with this conservation easement.

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

Costs are based on historic contracts, work performed, and invoiced staff time by the Forest Society of Maine since 2006. The current proposed amount (\$23,000) is 23% less than the approved 2017-2019 contract amount (\$30,000).

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

MBPL plans to assume all monitoring duties after the 2023-2025 contract with the Forest Society of Maine expires.

### 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>Amanda E. Beal</i> 20AF3A2882BB4AA...		
Typed Name:		Date:	7/18/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	7/20/2023