

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: | | PFR/OPOR/Board of Real Estate Appraisers | | | |
| Department Contract Administrator or Grant Coordinator: | | Karen L. Bivins | | | |
| (If applicable) Department Reference #: | | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 10,000.00 | Advantage CT / RQS #: | | 02A 20200721 * 226 |
| 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: | | Marc E. Goulet Goulet & Associates 183 Main Street Lewiston, ME 04240 | | | |
| Brief Description of Goods/Services/Grant: | | Investigator for the Board of Real Estate Appraisers | | | |

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 |
| | 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.**

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PART III: SUPPLEMENTAL INFORMATION

The Board of Real Estate Appraisers licenses and regulates Appraisers in the state. The Board is required to investigate complaints involving complex appraisals prepared by licensees in the course of their business. Such investigations require a thorough knowledge of both State and Federal requirements applicable to appraisers when preparing appraisal reports.

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

Marc E. Goulet has served as an investigator for the Board of Real Estate Appraisers for a number of years and has experience in researching, evaluating and investigating various types of appraisals.

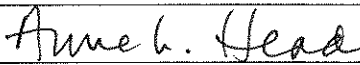

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated fee is comparable to fees negotiated by similar professional services.

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

Services are required on an ongoing basis throughout the year, based upon the complexity of complaints received. It would require another contractor a significant period of time to reach the capability level of Mr. Goulet in understanding investigation methods, record keeping, and testifying in hearings before the Board. These services are complex and narrowly focused on a particular profession. Future competition has not been explored at this time but may be in the future.

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> | | |
| |  | | |
| Printed Name: | Anne L. Head | Date: | 7/22 / 2020 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small>  | | |
| Printed Name: | <small>E5DB92AC0F8D490...</small> Sue H. Garcia | Date: | 8/11/2020 |