

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:		MDIFW/Bureau of Resource Management/Wildlife		
Department Contract Administrator or Grant Coordinator:		Bethany Atkins		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6,400	Advantage CT / RQS #:	2020082400000000667
CONTRACT	Proposed Start Date:	8/31/2020	Proposed End Date:	10/30/2020
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:		Legacy Appraisal Services		
Brief Description of Goods/Services/Grant:		USPAP appraisal of the George White property in Augusta and a UASFLA appraisal for the Greg Wing property in Augusta.		

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 Provider shall inspect and describe the subject properties; perform market analysis, conduct due diligence, and confirm the most applicable market data; develop an opinion of the highest and best use of the property; and apply the most appropriate methods of valuation to arrive at credible results for the property rights to be appraised. The Provider will complete separate appraisal reports for each parcel, the Wing appraisal meeting USFLA and LMF standards, the White appraisal being a restricted appraisal report.

The appraisal report for the White property will consider property improvements as part of the valuation. If the improvements, in the opinion of the appraiser, have zero contributory value to the property, then the valuation will solely include the bare land.

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

The Department sought a service provider that could do both site visits at the same time in order to be cost-efficient, and also sought a provider that the Department would be confident would accurately evaluate the White parcel in terms of the contribution of the structures to the value of the property. Legacy Appraisal Services' work is well-known to the Department and could conduct the appraisals in accordance with the Department's needs.

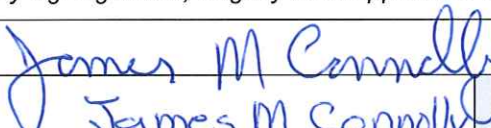
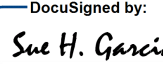
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The contract amount of \$6,400 for two appraisals is below the \$3,500 - \$4,500 per report cost appraisers normally charge.

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

NA. This contract is specific to appraisal of these specific properties.

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:	 James M. Connolly		Date: 8/25/2020
Signature of DAFS Procurement Official:	DocuSigned by:  Sue H. Garcia		
Printed Name:	E5DB92AC0F8D490... Sue H. Garcia	Date:	8/27/2020