

# 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:		Governor's Office of Policy Innovation and the Future			
Department Contract Administrator or Grant Coordinator:		Brian Ambrette			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 9,900	Advantage CT / RQS #:	20200819*561 07A		
CONTRACT	Proposed Start Date:	<b>7/29/20</b>	Proposed End Date:	12/31/20	
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:		<b>Haeuser Planning</b> <b>152 Fort Road</b> <b>South Portland, ME 04106</b>			
Brief Description of Goods/Services/Grant:		research and analysis that will enhance the State's understanding of the current status of municipal and regional climate resilience activity in Maine.			

## PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<b>X</b>	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	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.**

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

Maine's towns and cities are beginning to take important steps toward building community resilience to climate change. In many cases they have been assisted by state programs and staff, academic institutions, nonprofits, and the private sector. These efforts have produced a number of examples, tools, and methodologies.

The purpose of this Contract is for research and analysis that will enhance the State's understanding of the current status of municipal and regional climate resilience activity in Maine.

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

The selected vendor submitted a strong proposal and had a lower proposed cost than the other bidder.


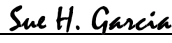
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department has concluded that the proposed costs are fair and reasonable by comparing the two bids received.

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

Future services will be procured by the most appropriate means, including through a competitive RFP process.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Hannah Pingree	<b>Date:</b>	8/12/20
<b>Signature of DAFS Procurement Official:</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>    <small>Sue H. Garcia</small> </div>		
<b>Printed Name:</b>	Sue H. Garcia	<b>Date:</b>	8/31/2020

**State of Maine  
Procurement Justification Form**