

## 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, Commissioner's Office	
Department Contract Administrator or Grant Coordinator:		Denice Baron, Resource Administrator	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	CT 01A 20210608*3648
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	6/01/2021	Effective Date:
	Previous End Date:	6/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Jo D. Saffair, 67 Leighton Road, Pownal, ME 04069	
Brief Description of Goods/Services/Grant:		Facilitation Services	

### 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
x	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
x	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

The Maine Department of Agriculture, Conservation and Forestry (DACF) and the Department of Inland Fisheries and Wildlife will jointly develop recommendations regarding Carbon Storage Programs and Policies to legislature per L.D. 937,

<http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP0693&item=3&snum=130>

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### PART III: SUPPLEMENTAL INFORMATION

In doing so the highest priority stakeholders will need to be identified and meet every 5-weeks from September 2021 to February 2022 before an interim report of findings and recommendations is due to legislature on March 1, 2022. If continuation beyond is necessary, then meeting less frequently between April and September 2022 as the final report is due September 1, 2022.

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

This vendor is currently helping facilitate the Forest Carbon Program Task Force and has the current knowledge of subject challenges, is familiar of the different workgroups/stakeholders and understands the resources needed to perform the facilitation services to produce the report to legislature in a timely manner. The discussions from the Forest Carbon Program Task Force will build on L.D. 937 report. This vendor is available, willing and committed to providing the amount of work needed in a very short period of time.



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

The Department believe the rate is fair and reasonable.

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

We are having internal discussions on how to proceed for services in the future to better prepare for needs while fostering competition.

### 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>		
	<small>DocuSigned by:</small>		
			
<b>Printed Name:</b>	Amanda Beal, Commissioner	<b>Date:</b>	8/23/2021
<b>Signature of DAFS Procurement Official:</b>	Randy Charette, Deputy Commissioner, for Amanda Beal, Commissioner		
			
<b>Printed Name:</b>	Debbie Jacques	<b>Date:</b>	8/24/2021