

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:	Department of Administrative and Financial Services, Bureau of General Services		
Department Contract Administrator or Grant Coordinator:	Deane Rykerson, BGS/DPDC		
(If applicable) Department Reference #:	3375 Blaine House Land Survey		
Amount: (Contract/Amendment/Grant)	\$4,800.00	Advantage CT / RQS #:	CT 18A 20211217*1538
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT 1	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	05/02/2022
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Northeast Civil Solutions, Inc. 381 Payne Road, Scarborough, ME 04074		
Brief Description of Goods/Services/Grant:	Complete Boundary Survey for Blaine House, 192 State St. Augusta, ME		

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 1		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.
Additional research and surveying of acquired property since original deed

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PART III: SUPPLEMENTAL INFORMATION

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

The vendor has provided partial surveys of the property but for completion and sitework, some additional work needs to be done.

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

Costs for the work of a licensed surveyor are within a typical range.

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

New surveys without existing information will be procured through an RFP process.

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>		
	7.22.22		
Printed Name:	Elaine Clark, Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AFFD9C7B3A8044E</small> Justin Franzose	Date:	8/3/2022

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PART I: OVERVIEW			
Department Office/Division/Program:		Department of Administrative and Financial Services, Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Deane Rykerson, BGS/DPDC	
(If applicable) Department Reference #:		3375 Blaine House Land Survey	
Amount: (Contract/Amendment/Grant)	\$4,026.00	Advantage CT / RQS #:	CT 18A 20211217*1538
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT <u>2</u>	Original Start Date:	1/31/2022	Effective Date:
	Previous End Date:	5/2/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Northeast Civil Solutions, Inc. 381 Payne Road, Scarborough, ME 04074	
Brief Description of Goods/Services/Grant:		Complete Boundary Survey for Blaine House, 192 State St. Augusta, ME	

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 <u>2</u>		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.
Completion of boundary survey and placing of property markers by surveyor who has completed most of the work.

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PART III: SUPPLEMENTAL INFORMATION

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

The vendor has provided partial surveys of the property but for completion and sitework, some additional work needs to be done.

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

Costs for the work of a licensed surveyor are within a typical range.

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

New surveys without existing information will be procured through an RFP process.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Elaine Clark 7.22.22

Printed Name:

Elaine Clark, Deputy Commissioner

Date:

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzone

Printed Name:

JUSTIN FRANZOISE
AEFD9C7B3A8044E

Date:

8/3/2022