



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Department of Corrections – Downeast Correctional Facility	
Department Contract Administrator or Grant Coordinator:		Gerald Merrill	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,000.00	Advantage CT / RQS #:	03A 20220819*0540
CONTRACT	Proposed Start Date:	9/7/2022	Proposed End Date: 10/31/2022
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:		Haley Ward One Merchants Plaza, Suite 701 Bangor, ME 04401	
Brief Description of Goods/Services/Grant:		Land Survey-Downeast Correctional Facility	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input checked="" type="checkbox"/>	L. Other Authorization

**PART III: SUPPLEMENTAL INFORMATION**

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

Boundary survey of a portion of Book 1314, Page 276 (Parcel 6 Family Housing Tract A-109) of the Washington County Registry of Deeds. Property is approximately 10 acres. Reserving wellhead and powerline easement. Write a description of the parcel to be conveyed, provide boundary survey plan.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Haley Ward is a pre-approved firm with the State of Maine and the only firm to respond. We made calls to other firms in the local area and did not receive a response to our calls. Firms contacted were West Falls Surveying and Robert Costa – Land Surveyor, both in Machias, ME

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

Haley Ward provided lump sum cost based on discussions with MDOC on what is needed and required to prep this land for future sale which the Department considers to be fair and reasonable.

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

If a Pre-approved firm is not available, we will submit a request for bids.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**


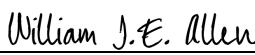
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  8D4961C6A14B41C...			8/31/2022
Typed Name:	Gary LaPlante, Dir. of Operations	Date:		
Signature of DAFS Procurement Official:	DocuSigned by:  2D5B6E39F57E44A...			
Typed Name:	william J.E. Allen	Date:	9/1/2022	

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