



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:	PFR/OPOR/Board of Real Estate Appraisers		
Department Contract Administrator or Grant Coordinator:	Catherine E. Pendergast		
(If applicable) Department Reference #:	20230526*3417		
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:	02A 20230526*3417
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
AMENDMENT	Original Start Date:	7/1/2023	Effective Date:
	Previous End Date:	6/30/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Marc E. Goulet Goulet & Associates 5 Main Street, Ste #2 Topsham, ME 04086-1216		
Brief Description of Goods/Services/Grant:	Investigator for the Board of Real Estate Appraisers		

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 checked="" 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 type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

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.

The Board of Real Estate Appraisers licenses and regulates Appraisers in the state. The Board is required to investigate complaints involving complex appraisals prepared by licensees in the course of their business. Such investigations require a thorough knowledge of both State and Federal requirements applicable to appraisers when preparing appraisal reports. The investigator also assists with appraisal sample reviews for license applicants. The contract is being amended because the Board is anticipating an increased need in the investigator's services.

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

Marc E. Goulet has served as an investigator for the Board of Real Estate Appraisers for a number of years and has experience in researching, evaluating and investigating various types of appraisals.

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

The negotiated fee is comparable to fees negotiated by similar professional services.

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

Services are required on an ongoing basis throughout the year, based upon the complexity of complaints received. It would require another contractor a significant period of time to reach the capability level of Mr. Goulet in understanding investigation methods, record keeping, and testifying in hearings before the Board. These services are complex and narrowly focused on a particular profession. Future competition has not been explored at this time but may be in the future.

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

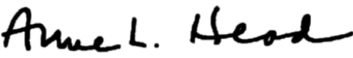

Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Anne L. Head	Date:	09/13/2023
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	9/29/2023