

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:		Inland Fisheries and Wildlife/Resource Management		
Department Contract Administrator or Grant Coordinator:		Diano Circo, Chief Planner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$7,226	Advantage CT / RQS #:	09A 20201008000000001199	
CONTRACT	Proposed Start Date:	10/01/20	Proposed End Date:	11/30/20
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:		Getchell's Seasonal Services		
Brief Description of Goods/Services/Grant:		Maintenance work including tree trimming, road grading, and ditching at the Department's water access facilities on Heart Pond (Orland) and Rocky Lake (Whiting).		

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

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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.

The work to be performed includes the removal and trimming of trees, regrading of access roads and parking areas, and ditching work along roads. The work is needed to repair erosion issues and ensure safe public use of the sites.

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

The sites that require work are in remote rural locations. The vendor has the equipment and skill to provide the services in a timely fashion. The Department has struggled for two seasons to find a vendor who is capable, reliable and willing to perform quality work at these sites. It is difficult to find vendors in this region in normal times, it is even more difficult during the pandemic as quality small contractors who are willing to do smaller scale projects are in high demand.

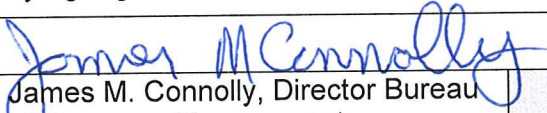
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The estimates provided are consistent with the cost for similar work the Department has contracted for in other parts of the state. Funding for this work will be provide through the Department's USFWS Wildlife and Sportfish Restoration Program (WSFR) water access maintenance grant (75%) and the Boating Facilities Fund (25%).

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

The Department will continue to search for additional qualified vendors in this region.

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>		
			
Printed Name:	James M. Connolly, Director Bureau of Resource Management	Date:	10/9/2020
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Printed Name:	1DFA565D481F42E... Debbie Jacques	Date:	10/9/2020