



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:		Inland Fisheries and Wildlife	
Department Contract Administrator or Grant Coordinator:		Diano Circo	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ 9,999.99	Advantage CT / RQS #:	2021110900000001185
CONTRACT	Proposed Start Date:	10/1/2021	Proposed End Date: 9/30/2022
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Town of Brunswick 85 Union Street Brunswick, ME 04011	
Brief Description of Goods/Services/Grant:		Oversight and management of DIFW's Mere Point boat launch facility located in Brunswick.	

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 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 Department of Inland Fisheries and Wildlife's Mere Point boat launch facility requires continuous maintenance and oversight to ensure public safety and functionality. In 2007 MDIFW entered into a cooperative agreement with the Town of Brunswick to share the costs of maintaining and managing the facility.

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

This work will be conducted by a local government entity. The scope of work is completely consistent with the work the Town of Brunswick's Recreation Department already conducts on Town recreational properties and allows the State to benefit from the Town's existing local capacity. The Department has limited capacity for general maintenance work of this type.

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

MDIFW has determined that the costs of these services are fair and reasonable. The Department reviewed the Town's proposed scope of work for the 2019/2020 season and compared the costs associated with each item to vendor costs for similar work at our other facilities.

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

The Department will continue to review the Town's proposed scope of work prior to each season to ensure the costs remain fair and reasonable.

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:	Judith A. Camuso	Date: 11/10/2021

Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Typed Name:	Click or tap here to enter text. Debbie Jacques	Date:	Click or tap to enter a date. 11/19/2021