

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:		MDIFW/Bureau of Resource Management/Wildlife		
Department Contract Administrator or Grant Coordinator:		Bethany Atkins		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$15,500	Advantage CT / RQS #:	20201104000000001404	
CONTRACT	Proposed Start Date:	9/18/2020	Proposed End Date:	12/31/2021
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:		Legacy Appraisal Services		
Brief Description of Goods/Services/Grant:		Review of appraisals of lands acquired with federal and/or LMF funds		

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

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.
"Desktop" technical appraisal reviews are required in order to stay in compliance with open federal grant awards from the USFWS National Coastal Wetland Grants Program, USFWS North American Waterfowl Conservation Act Grants Program, and USFWS Wildlife and Sportfish Restoration Program as well as others. They are also necessary to ensure a high level of assurance that the Department is spending public funds appropriately.

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PART III: SUPPLEMENTAL INFORMATION

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

Legacy Appraisal Services has provided appraisal and appraisal review services for the MDIFW over the years and has consistently delivered quality reports. There are few appraisers within the state who are able to provide USFLA-standard appraisals and in a timely fashion, and likewise, few that can review these reports in a timely fashion. Additionally, MDIFW has several appraisals in the queue for review, the Department needs to secure an appraiser who did not serve as author to any of these appraisals to serve as third party reviewer to them. The provider listed here can serve that roll.


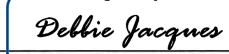
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This contractor has agreed to complete each typical review for \$1,550. This cost is in line with cost paid to another appraiser to accomplish similar work. To date we know of 8 appraisals that will require appraisal reviews over the next year and that need to be completed by this appraiser. Because there is a possibility that we will encounter a particularly difficult or technical appraisal issue that may result in additional cost or need additional appraisals reviewed, we have included enough funds for the appraiser to complete additional work if necessary.

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

The Department always seeks the best delivery of services for the least economic impact. Even though this type of service must be conducted by licensed professionals and resources are limited, the Department will continue to seek the best price.

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	Date:	9/23/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	12/11/2020