

## State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

### PART I: OVERVIEW

Department Office/Division/Program:		Office of Community Development	
Department Contract Administrator or Grant Coordinator:		Terry Ann Holden	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 7,000.00	Advantage CT / RQS #:	CT 19A 20201222000000001924
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	1/1/2021	Proposed End Date: 9/30/2022
Vendor/Provider/Grantee Name, City, State:		Amanda Meader Esq. Winthrop Maine	
Brief Description of Goods/Services/Grant:		Legal services for loan closing and securing of collateral	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

<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

### PART III: SUPPLEMENTAL QUESTIONS

Please respond to ALL of the following questions.

**1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.**

**Attorney Meader does legal work to secure the loans for Maine's Brownfield Revolving Loan Program as well as preparation of loan documents for loan closings for the Brownfields program as well as Community Development Block Grant collateral and loan closings as needed.**

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### PART III: SUPPLEMENTAL QUESTIONS

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

The attorney General's Office has approved the selection of Attorney Meader for this work.

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

The costs were approve for the period by the Attorney General based on previous costs for this work

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

This agreement will be in place until the current EPA grant ends.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*



**Printed Name:**

DEBORAH JOHNSON

**Date:**

12/22/2020

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Debbie Jacques*

**Printed Name:**

1DFA565D481F42E...  
Debbie Jacques

**Date:**

12/29/2020