



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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:		MDIFW – Wildlife Management	
Department Contract Administrator or Grant Coordinator:		Bethany Atkins	
(If applicable) Department Reference #:		Boundary survey for Beliveau parcel, Rangeley	
Amount: (Contract/Amendment/Grant)	Up to \$16,000.00	Advantage CT / RQS #:	20221202*1530
CONTRACT	Proposed Start Date:	12/14/2022	Proposed End Date: 6/30/2023
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:		Acme Land Surveying, LLC	
Brief Description of Goods/Services/Grant:		Boundary survey and plan for a portion of the Beliveau parcel, Rangeley Tax Map 11, Lot 6	

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.

MDIFW requires a boundary survey of a 695-acre portion of a parcel in Rangeley as part of land acquisition due diligence requirements.

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

The selected vendor has conducted surveys of this property for the current landowner in the recent past and so already has much of the information required for an updated survey. In addition, this vendor will be doing a survey of a 60-acre out-sale on this lot, and so will be able to do both surveys in the most efficient manner. In addition, the vendor is able to do the work within seven months, which is a short timeframe, given how busy surveyors are throughout the state.

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

The cost is consistent with that of surveys completed recently of comparably sized parcels.

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

The Department will solicit quotes and timeframes for completion of services from multiple vendors.

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


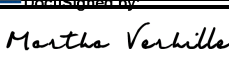
Does this request utilize ARPA/MJRP funds?

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:	12/12/2022
Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	12/14/2022