



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 / Wildlife Resource Assessment Section		
Department Contract Administrator or Grant Coordinator:	Jen Vashon and Diana Harper		
(If applicable) Department Reference #:	Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)	\$ 7,638.00	Advantage CT / RQS #:	CT-09A-20221117*1390
CONTRACT	Proposed Start Date:	1/1/2023	Proposed End Date: 3/31/2023
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:	Cypress Management LLC / Milford, ME		
Brief Description of Goods/Services/Grant:	Temporary housing for 2 bear crew contractors for field work		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

We need housing for our seasonal field crew. In the past, we were able to provide bunk space in our Department headquarters and supplement with motels near our other more remote field sites as needed. Since our office relocation, bunk space is no longer available, and we are seeking alternative off-site housing.

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

After researching and contacting numerous individuals and companies with furnished rental housing available for the 3-month period with rates that fall within the per diem, Cypress Management LLC was the only one willing to work with the State of Maine.

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

The negotiated rate falls below the per diem lodging cost per night (\$98) for one room for each contractor (\$98/night x 2 contractors x 90 days = \$17,640). Three months (90 days) renting the house comes to \$7,638 (\$7,638 / 90 days = \$84.87 for both contractors or \$42.44/night for each contractor).

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

In the future, we will continue to identify multiple potential housing options (motels, rental properties, etc.) to ensure that pricing is competitive

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):	<i>Judith Camuso</i> Judith Camuso (Dec 14, 2022 12:29 EST)		
Typed Name:	Judith Camuso	Date:	Dec 14, 2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	12/15/2022







Cypress Mgmt LLC_BearCrewHousing_202211 17-1390_PJF

Final Audit Report

2022-12-14

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