



## 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:	Environmental Protection/Remediation			
Department Contract Administrator or Grant Coordinator:	Chris Swain			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 9,000.00	Advantage CT / RQS #:	CT #20231103*1316	
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date:	12/31/2025
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:	Hope Hilton, Esq Harpwell, ME			
Brief Description of Goods/Services/Grant:	Legal services including deed and title research to assist with transfer of former Eastern Surplus Superfund Site to Passamaquoddy Tribe.			

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 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	The Maine DEP seeks to transfer title to the former Eastern Surplus Superfund Site to the Passamaquoddy Tribe and required legal expertise to sort through the various deeds, liens, surveys, title insurance reports, and potential closure process to complete the transfer.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Hope Hilton has done this work for various State Agencies via a contract with DOT (now expired), including work at the Eastern Surplus site. As such, Hope has unique knowledge of the issues and requirements of the Department. In a February 8 letter to MEDEP, the State Attorney general authorized this hiring.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The rate and contract price were determined in the Attorney General's letter of Authorization and are the same rates provided for in the expired contract with DOT.
4. Describe the plan for future competition for the goods or services.	Should the need arise in the future, the Department will issue an RFP for these services unless similar unique circumstances exist.

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

<b>PART V: APPROVALS</b>			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	David Madore for Melanie Loyzim	Date:	Nov 16, 2023

Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	12/4/2023