



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:	Inland Fisheries & Wildlife		
Department Contract Administrator or Grant Coordinator:	Flora Drury		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,400.00	Advantage CT / RQS #:	09A-20231212000000001678
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	12/19/2023	Effective Date:
	Previous End Date:	12/31/2024	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, LLC; Hampden, ME		
Brief Description of Goods/Services/Grant:	Third party desktop reviews of appraisal reports in compliance with federal grant award programs.		

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 checked="" 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 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.

The provider shall deliver "desktop" technical appraisal review services to UASFLA/Yellow Book, USPAP, federal regulations, and contracting and supplemental standards issued by MDIFW. The Provider shall perform all services and maintain all standards and requirements for services provided under this Contract in accordance with the Federal Regulations contained in 49 CFR part 24. MDIFW is requesting up to 4 reviews for 2025 at \$1,600 each.

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

Due diligence procedures for purchasing land require an appraisal of the highest and best use of the property to establish a fair price for the land. Some funding grants require appraisals to the USPAP standard, some to the more rigorous UASFLA standard. In either case, a review of the appraisal is required by an appraiser other than the one that wrote the report, in order to provide a third-party check on the validity of the appraised value and the appraisal report. Forest Intel, LLC is one of the few companies in Maine that has the experience and familiarity with UASFLA standards and review requirements to provide the services the state needs.

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

Legacy Appraisal Services, LLC has done UASFLA appraisal reports for the state in the past. The per-review price offered is consistent with other reviewers' prices.

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

The state will continue to track prices for appraisal and appraisal review services in the state and negotiate for the best prices for services which meet the state's needs.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

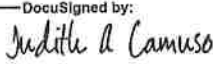
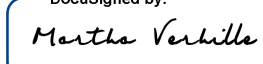
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  <small>2E11918DB425475</small>		
Typed Name:	Judith A. Camuso	Date:	12/23/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	12/27/2024