



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:		DACF / Bureau of Parks & Lands / Northern Region Parks		
Department Contract Administrator or Grant Coordinator:		Ryan Kerr		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 11,000	Advantage CT / RQS #:	CT 01A 20240104*1874
CONTRACT	Proposed Start Date:	1/19/2024	Proposed End Date:	12/31/2024
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:		Haley Ward, Inc. Bangor, ME 04401		
Brief Description of Goods/Services/Grant:		Topographical Surveys at Swan Lake State Park		

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.

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 survey is part of a larger set of projects at Swan Lake State Park. Haley Ward was selected via the BGS RFQ process and will be the consulting firm for these projects. We are waiting on a larger proposal for the remainder of the project but are trying to expedite the survey portion of the project to beat snowfall and the 2024 ARPA deadlines.

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

Haley Ward was chosen through the BGS RFQ process as the most qualified firm for this project. They fully understand the overall scope and the information they need to gather during the survey. BGS recommends using a sole-sourced service contract to expediate the survey work portion of this project.

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

The cost per acre that Haley Ward offered in their proposals was inline, if not cheaper than other similar survey work we have done recently.

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

We will follow Division of Purchases policies to ensure future competition.

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: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:

Amanda Beal

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Typed Name:

Date:

1/12/2024

Signature of DAFS
Procurement Official:

DocuSigned by:

Martha Verhille

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Typed Name:

Martha Verhille

Date:

1/16/2024