

**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, Office of the Commissioner		
Department Contract Administrator or Grant Coordinator:		Ryan Robicheau		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 25,000.00	Advantage CT / RQS #: CT 09A 20240111*1946	
CONTRACT	Proposed Start Date:	1/16/2024	Proposed End Date:	1/3/2025
	Original Start Date:		Effective Date:	
AMENDMENT	Previous End Date:		New End Date:	
	Project Start Date:		Grant Start Date:	
GRANT	Project End Date:		Grant End Date:	
	Vendor/Provider/Grantee Name, City, State: Hope Hilton, Esq Harpwell, Maine			
Brief Description of Goods/Services/Grant:		Real estate related legal services		

**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 checked="" type="checkbox"/>	L. Other Authorization (AG's office)

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.

To provide effective and timely legal advice related to land ownership, stewardship and management. The provider will provide general real estate legal services and representation to the Department as needed, including real property matters such as boundary line agreements, interpretations of rights of way language, responses to abutter questions regarding Department property rights, and Department interpretation of deeds, among others.

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

Attorney General Aaron M. Frey has authorized this agreement pursuant to 5 M.R.S. § 191, please see the attached letter.

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

Fees negotiated are fair and reasonable based on commonly accepted rates for legal services.

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

The Department is obligated to work under the authority of the Attorney General's office related to legal representation and will continue to do so.

### 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):

 Deputy Commissioner

Typed Name:

Timothy Peabody

Date:

1/9/2024

Signature of DAFS Procurement Official:	<div>DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...</div>		
Typed Name:	Martha verhille	Date:	1/18/2024