



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:		ACF/BPL/Southern Region Parks/Popham Beach State Park	
Department Contract Administrator or Grant Coordinator:		Matt McGuire, Asst. State Park Regional Manager	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 12,500.00	Advantage CT / RQS #:	20240606*3589
CONTRACT	Proposed Start Date:	6/22/2024	Proposed End Date: 6/21/2025
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:		Police Department, Town of Phippsburg, Phippsburg, Maine	
Brief Description of Goods/Services/Grant:		Traffic and parking enforcement at Popham Beach State Park, Fort Popham and Fort Baldwin State Historic Sites.	

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 Phippsburg Police Department, Town of Phippsburg, Maine shall provide traffic control services on Route 209 in Phippsburg surrounding Popham Beach State Park, Fort Popham State Historic Site and Fort Baldwin State Historic Site on busy days during high public use times to ensure public safety.

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

Popham Beach State Park is the busiest day use park in the Maine State Park system. In 2023 there were more than 226,415 visitors to this park. Public safety is of the utmost concern at Maine State Parks. The traffic coming into this park on busy days gets backed up on Route 209. It is essential to have traffic control on Route 209 during these busy days. Phippsburg Police is able to hire a seasonal traffic control officer that directs traffic on Route 209.

Popham Beach State Park does not have the staff, nor do the staff have the training or authority, to direct traffic on Route 209. Phippsburg Police Department receives the appropriate training to perform traffic control and direct traffic on public roads. They also have the authority to issue tickets for traffic and parking violations that occur on Route 209 (outside of the state park).

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

The Bureau of Parks and Lands negotiated a price with the town of Phippsburg for this service.

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

This service is best conducted by law enforcement. It is most cost effective to use the local law enforcement for this service to reduce travel time and expenses by the contractor.

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: <i>Amanda E. Beal</i> 20AF3A2882BB4AA...		
	Typed Name:		Date: 7/3/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
	Typed Name:	Kathy Paquette	Date: 7/8/2024