



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/Public Lands/Western Region	
Department Contract Administrator or Grant Coordinator:		Tim Post	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$17,500	Advantage CT / RQS #:	01A 20240401*2691
CONTRACT	Proposed Start Date:	5/1/2024	Proposed End Date: 10/26/2024
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		
Vendor/Provider/Grantee Name, City, State:		High Peak Alliance Farmington, ME	
Brief Description of Goods/Services/Grant:		Maintenance and Monitoring for Western Region Public Lands recreation infrastructure	

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 Bureau of Parks and Public Lands (BPL) is responsible for the management of the Western Region recreation infrastructure including but not limited to Bigelow Preserve, Perham Stream in Madrid, Mt. Abraham, Flagstaff Lake, Readington and Crocker Mountain Public Lands which contains approximately 12 miles of hiking trails and 45 campsites. Brookfield Hydro provides BPL more than \$21,000 annually for maintenance of recreation facilities around Flagstaff Lake. HPA has the organization, experience, and the extensive network to recruit, train, and supply a qualified Recreation Ranger.

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

The High Peaks Alliance (HPA) has assisted in the planning, promotion, maintenance, and enhancement of the region's campsites, backcountry trails, motorized and non-motorized, existing and new since 2007.

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

The rate negotiated was compared to local rates for similar work and was determined fair and reasonable by Tim Post (Regional Manager).

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

BPL will consider other options in the future if they become available.

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

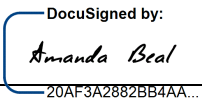
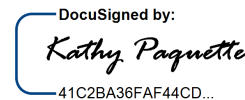
Does this request utilize ARPA/MJRP funds?

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

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):			
Typed Name:	Amanda Beal	Date:	4/19/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/25/2024

