



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT/AMENDMENT/GRANT type, and Vendor/Provider/Grantee Name, City, State.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: Justification options A through L.

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 Maine moose permit auction was created by the Legislature in 1995 to provide funding to support youth education (Title 7463-, #13) S.P.57 -L.D. 175; 12 MRSA 11154, sub-11). MDIFW auctions 10 moose hunting permits annually to applicants who submit the highest bid through a written process. All funds from the sale of these permits are deposited into a non-lapsing funds used to pay the costs to administer the program and to fund youth education programs. MDIFW uses these funds annually to fund scholarships to allow Maine resident youth to attend conservation related camps at DHHS licensed summer camps in Maine.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Any qualified and interested DHHS licensed summer camp offering overnight or qualifying program are eligible.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Grantee meets qualifications as a licensed summer camp that offers programs to youth that result in safety certifications within MDIFW's programs.
4. Describe the plan for future competition for the goods or services.	Qualified or interested DHHS licensed summer camps can request to receive funds to use for scholarships to support youth in qualifying programs.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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):			
Typed Name:	Emily MacCabe	Date:	06/24/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/26/2024






PJF MYFGA Camp 2024-2025

Final Audit Report

2024-06-24

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