



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 – Bureau of Parks & Lands – Northern Region	
Department Contract Administrator or Grant Coordinator:		Patty MacAlister 207-941-4821 Matt Hamilton 215-7715	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$5,300.00	Advantage CT / RQS #:	01A 20211223*1572
CONTRACT	Proposed Start Date:	10/1/2021	Proposed End Date: 6/30/2022
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:		St. Croix International Waterway Commission PO Box 610 Calais, ME 04619	
Brief Description of Goods/Services/Grant:		Site maintenance for 15 campsites in the Upper St. Croix River owned by the Bureau of Parks and Lands	

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 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.

St. Croix International Waterway Commission has been working with the Bureau of parks and Lands; to maintain and repair 15 campsites in the Upper St. Croix River. These campsites are owned by the Bureau of Parks and Lands.

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

The bureau of Parks and Lands does not have any staff that is available to maintain 15 river campsites in the remote area of St. Croix Waterway. The St. Croix International Waterway Commission is the organization that administers and operates the waterway.

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

The bureau of Parks & Lands; Northern Regional Manager meets with the St. Croix International Waterway to discuss maintenance of campsites and contract amounts.

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

The bureau of Parks & Lands Director along with the Director of Operation is working with the Legislature for payment of future service.

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):

DocuSigned by:

Amanda E. Beal

Typed Name:

Amanda Beal, Commissioner

Date:

1/11/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

Debbie Jacques

Typed Name:

Debbie Jacques

Date:

1/14/2022

