



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 / Bureau of Parks & Lands / Northern Region Parks	
Department Contract Administrator or Grant Coordinator:		Matthew Hamilton	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$5,300.00	Advantage CT / RQS #:	CT 01A 20221215*1678
CONTRACT	Proposed Start Date:	1/30/2023	Proposed End Date: 9/30/2023
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:		Saint Croix International Waterway Commission	
Brief Description of Goods/Services/Grant:		Maintenance of campsites	

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.

We needed to have remote campsites along the Maine side of the Saint Croix River maintained. The Bureau does not have staff close enough or with the time to provide this essential maintenance. This is seasonal maintenance.

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

This vendor is in the unique position of being on the river maintaining campsites on the Canadian side

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

The cost for this contract was negotiated by the Director of the Bureau Parks & Lands and is the same as previous years

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

The legislature has budgeted direct payment for this service in the future.

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: <i>Amanda E. Beal</i>		
Typed Name:	Amanda Beal <small>20AF3A2882BB4AA...</small>	Date:	1/27/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	Martha Verhille <small>891CE7A1493D45B...</small>	Date:	1/30/2023

