



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DACF, BPL, Off-Road Recreational Vehicle Program	
Department Contract Administrator or Grant Coordinator:		Joe Higgins (207) 287-4959	
(If applicable) Department Reference #:			
Agency Department Code:	01A	Advantage CT / RQS #:	2025121100000001408
Amount: (Contract/Amendment/Grant)		\$ 20,518.00	
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date: Click or tap to enter a date.
	Project End Date:		Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Maine Snowmobile Association - Augusta, Maine	
Brief Description of Goods/Services/Grant:		Coordinate & inspect ITS Trails, produce & distribute maps, & report inspections to ORV office	

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

This contract is essential to the administration of the Interconnected Trail System (ITS), and supports trail inspections, map production and distribution, and reporting to the Off-road Recreational Vehicle Office. These services are critical to maintaining trail safety, continuity, and public access. The contract has been in place for over 30 years and relies heavily on volunteer labor from committee members. The State does not have sufficient staff to perform these functions internally. Delays in executing this contract would disrupt preseason planning, trail inspections, and map production, potentially jeopardizing the functionality of the ITS for the snowmobile season.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The selected vendor has a long and successful history of partnership between the State and local clubs. This vendor provides extensive volunteer support, local expertise, and established relationships with clubs and landowners that are essential to the effective operation of the ITS. The State could not maintain the trail system at its current scale or cost without this partnership.

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

The labor required to perform the services under this contract alone would exceed \$52,300. The Department’s limited staff capacity is insufficient to complete the necessary trail inspections. Cost savings are achieved by contracting these services rather than assigning them to Department of Agriculture, Conservation and Forestry staff, allowing the work to be completed without creating additional positions.

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

At this time, no other organization provides these services at a comparable cost or with the same level of volunteer involvement, experience, and statewide coordination. The State will continue to evaluate competitive options; however, no viable alternatives currently exist.

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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE


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](#).

The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Nancy McBrady	Date:	1/14/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	1/15/2026