



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 \$5,000 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/AWW		
Department Contract Administrator or Grant Coordinator:		Mark Deroche, AWW Superintendent		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 68,559.00	Advantage CT / RQS #:	01A 20250110*1738
CONTRACT	Proposed Start Date:	1/1/2025	Proposed End Date:	12/31/2025
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:		Northern Forest Canoe Trail (NFCT) Waitsfield, VT 05673		
Brief Description of Goods/Services/Grant:		The Allagash Wilderness Waterway seeks to deploy NFCT stewardship crews to address needs recently identified in a comprehensive inventory and assessment. Goals include replacing failing access steps, reducing bank erosion, improving tent pads, upgrading toilets to moldering designs, restoring buffers between campsite cells and improving accessibility for visitors.		

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
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<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.	<p>The NFCT will deploy a four-person stewardship crew for a 10-week period to implement a series of projects along established campsites and access points in the Chamberlain Lake District. The crew will also coordinate a series of volunteer work weekends during their 10-week schedule. The NFCT will also deploy its four-person roving crew for a six-day period. Lastly, the NFCT Stewardship Director will provide crew and project oversight and will assist with planning, permitting, training, and material procurement, making approximately four visits to the AWW during the course of the season to ensure all the AWW access points, trails and campsites are safe and accessible; meet AWW Management Plan standards; and are designed properly to mitigate erosion and maintain high water quality.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The AWW is a hundred mile, federally designated and state managed “wild and scenic river”; our state’s premiere water trail with unique statutes and management plan focused on maintaining wilderness character. NFCT is an organization focused on the stewardship of the 750-mile, multi-state water trail, that starts in Old Forge, New York and ends in Fort Kent, Maine. NFCT has staff uniquely qualified and trained to conduct the specialized shoreline site work the AWW needs done to address decades of erosion from weather and human traffic. While the organization is based in Vermont, they have specially trained Maine based staff to conduct this remote wilderness work. The Maine Conservation Corps (MCC) also contracts to do this unique water trail work, but they were unable to provide services due to lack of staff. The MCC recommended NFCT and indicated that they are the only known vendor who could effectively provide the specialized water trail work the AWW requires.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The NFCT and AWW worked together to identify the scope of work and all other estimates, such as the best size of the crew team, timelines, travel, office work, etc. The following projected costs were provided by the NFCT and vetted by the AWW.</p> <p>Proposed work schedule for 2025:</p>

PART III: SUPPLEMENTAL INFORMATION

- January: Site plans, historic preservation, IFW, and MNAP reviews, RTP reimbursement
- February-April: LUPC Streambank alteration permits
- May: (1 days) Pre-season site visit for wastewater permit (NFCT Stewardship Director)
- June 2 - 6: Co-training with NFCT roving crew (Paddle training, rock skills, etc)
- June 9 -10: Crew mobilization (travel from Vt-AWW)
- June 10 - Aug 4: AWW projects (schedule TBD)
- July 30 - Aug 3: Roving Crew/AWW crew joint effort (Gravel Beach, other projects)
- August 5 - 7: Return travel, crew wrap-up in VT (tool and gear maintenance, season debrief)

Estimated Costs:

Crew time will be billed using the following rates:

- Four-person crew: \$1,060.00/day
- Four-person roving crew: \$1,088.00/day
- Stewardship Director: \$41.00/hour

Mobilization costs—travel to Allagash from NFCT HQ (Waitsfield, VT) at the beginning of season, Oakland to Allagash for Stewardship Director, and to Ashland for crew/volunteer resupply (4 times during the season). Mileage will be billed at a \$0.67/mile/vehicle.

Estimated Total Cost:

- Crew labor and tools: \$58,468
- Travel: \$2,154.00
- Stewardship Director: \$7,937.00

Total: \$68,559.00

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

The only other known service provider for this unique water trail work is MCC. The AWW will meet with MCC leadership well in advance of future similar projects to determine their ability to perform the work. The AWW will forgo the sole source procurement process and adhere to the standard service contract protocols if more than one vendor can be found to provide the specialty service.

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) – 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 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):	DocuSigned by: <i>Amanda E. Beal</i> <small>20AF3A2882BB4AA...</small>		
Typed Name:	Amanda E. Beal	Date:	2/5/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	2/20/2025