



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:                     |                      | MDIFW – Information & Education   |                       |
| Department Contract Administrator or Grant Coordinator: |                      | Emily MacCabe   |                       |
| (If applicable) Department Reference #:                 |                      |   |                       |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 114,600.00        | Advantage CT / RQS #:   | RQS-09A-20240313*1339 |
| CONTRACT  | Proposed Start Date: |   | Proposed End Date:    |
| 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:              |                      | University of Maine System acting through University of Maine – Orono, ME   |                       |
| Brief Description of Goods/Services/Grant:              |                      | Provide quality educational opportunities for Maine youth, adults, and families, to learn more about enjoying outdoor recreational opportunities. |                       |

| 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.

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.

The standard contract period for the summer camp contracts is July 1 – June 30. UMaine did not invoice the Department until 7 months after the end date of the appropriate contract for the service dates on the invoice. Services have been provided.

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?

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); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

|  |  |       |            |
|--|--|-------|------------|
| Signature of requesting Department's Commissioner (or designee): | <i>Timothy Peabody</i><br>Timothy Peabody (Mar 15, 2024 07:11 EDT) |       |            |
| Typed Name:  | Timothy Peabody  | Date: | 03/15/2024 |
| Signature of DAFS Procurement Official:                          | DocuSigned by:<br><i>William J.E. Allen</i><br>2D5B0E39F57E44A...  |       |            |
| Typed Name:  | William J.E. Allen   | Date: | 3/26/2024  |

NOI 0320240327 03/26/2024 - 04/01/2024






# PJF UMaine Camp Late invoice payment March 2024

Final Audit Report

2024-03-15

|                 |  |
|-----------------|--|
| Created:        | 2024-03-13                                     |
| By:             | Kristina Paulhus (kristina.r.bedard@maine.gov) |
| Status:         | Signed   |
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## "PJF UMaine Camp Late invoice payment March 2024" History

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