



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 and Lands, Planning		
Department Contract Administrator or Grant Coordinator:		Nicole Lazure, Outdoor Recreation Planner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$158,000	Advantage CT / RQS #:	20250227000000001991
CONTRACT	Proposed Start Date:	4/1/2025	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:		Appalachian Mountain Club (AMC) Boston, MA		
Brief Description of Goods/Services/Grant:		Professional Trail Services, Maintenance and Repair		

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 Appalachian Mountain Club Professional Trail Crew will work on the Bald Mountain Oquossoc trail in Rangeley, Maine. This trail needs intensive improvements, including hardening, drainage improvement, construction of new bridges, and installation of iron rungs. A professional trail planner planned this work, which is funded by LWCF and RTP grant funding.

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

BPL would like to single-source AMC Professional Trail Crews to accomplish the work at Bald Mountain, Oquossoc. AMC is a youth corps organization, even at its pro-crew level. Because this project is funded by RTP grant funds, which requires BPL to prioritize Youth Corps trail-building organizations, AMC was chosen as a professional Youth Corps organization to complete this trail work. BPL’s usual Youth Corps trail maintenance partner, Maine Conservation Corps (MCC), does not have the capacity to work on this project in the next two years, and the scope of work in this project is beyond the ability of MCC crews. In addition to their status as a youth corps trail-building organization, the remote nature of the Bald Mountain trail is ideal for the AMC crews who commonly work in New Hampshire and Maine’s remote mountain regions.

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

A BPL trail planner estimated the costs associated with trail maintenance at Bald Mountain, Oquossoc. The planner assessed the trail and identified priority projects along the trail that would improve safety, drainage, erosion problems, etc. The costs were based on materials cost quotes and the average weekly rate of a professional youth corps trail crew.

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

BPL is planning several large trail rehabilitation projects on popular, high-use trails in the next two years. BPL will contract with Maine Conservation Corps on appropriate projects as much as its capacity allows, but trail work will exceed MCC’s capacity and scope. BPL will advertise trail maintenance contract opportunities and contract with appropriate trail crews for each project based on their experience, reputation, and ability to achieve the contract goals.

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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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](#).

<input checked="" type="checkbox"/> 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> 20AF3A2882BB4AA...		
Typed Name:	Amanda E. Beal	Date:	3/10/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	3/13/2025