



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/AWW		
Department Contract Administrator or Grant Coordinator:		Mark Deroche, AWW Superintendent		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	20260302*1815	
Amount: (Contract/Amendment/Grant)		\$73,335.00		
CONTRACT	Proposed/Original Start Date:	2/1/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
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 Eagle 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 solicitation (RFP/RFA/RFQ) 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, including permitting and design. The Maine Conservation Corps (MCC) also contracts to do trail work, but they do not specialize in this unique type of water trail service. MCC recommended NFCT and indicated that they are the only known vendor who can effectively provide the specialized water trail work the AWW requires. MCC has also accompanied NFCT on AWW projects, but oversight and management of the projects is provided by the NFCT Stewardship Director.</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>

**PART III: SUPPLEMENTAL INFORMATION**

**Proposed work schedule**

- Winter 2026: Site planning, historic preservation, IFW, and MNAP reviews, 2025 RTP reimbursement (2025 season), 2026 RTP application, LUPC permits, project planning
- Spring 2026: LUPC application
- June 1st-5th: AWW Crew co-training with NFCT roving crew (Paddle training, rock skills, etc)
- June 8th: Crew mobilization (travel from Vt-AWW)
- June 9th- Aug 2nd: AWW projects (including four volunteer work trips)
- July 30th-Aug 3rd Roving Crew/AWW crew joint effort (Pump Handle)
- August 5th-7th: Return travel, crew wrap-up in VT (tool and gear maintenance, season debrief)
- September: Stewardship Director site visit to plan 2027, Accessibility planning
- October: Season RTP Reimbursement

**Estimated Costs**

Crew time will be billed using the following rates:

- Four-person crews: \$1,060/day (AWW Crew), \$1,088 (Roving Crew)
- Stewardship Director: \$42/hour

Mobilization costs—travel to Allagash from NFCT HQ (Waitsfield, VT) at the beginning and end of season (AWW crew), from Oakland to the Allagash (roving crew) Oakland to Allagash for Stewardship Director, and to Presque Isle for crew/volunteer resupply, (4 times in season)— will be billed at a \$0.70/mile/vehicle. Finally, costs associated with any tool and materials purchases will be reimbursed after sharing receipts.

**Estimated total cost:**

- **Crew labor:**  
 AWW Crew (49 days) \$51,940  
 Roving Crew (6 days) \$6,528
- **Travel** (Up to 3,954 miles): \$2,768
- **Stewardship Director** (Up to 216 hours)  
**Winter/Spring:** Project planning, permitting, RTP Reimbursement, RTP application, MCC application and meetings, AWW staff meetings, Permit Close-outs, LWCF application, Accessibility Planning, 80 hours, (\$3,360)  
**Summer:** Crew oversight and training - up to four visits, 112 hours (\$4,704)  
**Fall:** RTP Reimbursement, site visit for 2027 work, accessibility planning, 24 hours (\$1,008)
- **Materials:** (Moldering privy base materials Smith Brook), ADA compliant privy (Pump Handle): up to \$2,000
- **Tools:** Up to \$500
- **Contingency:** Up to \$527

**Total:** \$73,335

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

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 remote water trail expertise

**PART III: SUPPLEMENTAL INFORMATION**

offered by NFCT; those services include remote shoreline restoration, shoreline wilderness enhancements, and campsite restoration projects.

**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**

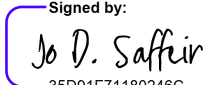
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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

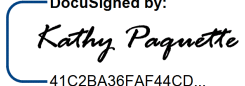
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <small>Signed by:</small> <small>35B94F71180246C...</small>		
Typed Name:	Jo D. Saffeir	Date:	3/12/2026

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:	 <small>DocuSigned by:</small> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	3/17/2026