



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/BPL/AWW		
Department Contract Administrator or Grant Coordinator:		Mark Deroche, AWW Superintendent		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 10,136.00	Advantage CT / RQS #:	20230413000000002685
CONTRACT	Proposed Start Date:	5/1/2023	Proposed End Date:	7/1/2024
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:		<p>Click or tap here to enter text. The Bureau of Public Lands-AWW-seeks to complete a comprehensive inventory and assessment of stewardship needs along the waterway. While AWW staff and rangers have kept up with maintenance of most site infrastructure (i.e. picnic tables, signage, firepits, and privies), other issues warrant attention, including erosion along access paths, limited tenting capacity at some sites, and degradation of portage trails and launch facilities.</p>		

## 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.

A comprehensive inventory/assessment and corresponding materials needs and projected budget for 140 public use sites along the AWW will help us to prepare, plan and access funding to ensure all our access points, trails and campsites are: safe and accessible; meet AWW Management Plan standards, and designed properly to mitigate erosion and maintain high water quality.

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

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 to conduct the specialized water trail assessment the AWW needs to be able to plan and access special water trail funds. While the organization is based in Vermont, they have Maine based, specially trained staff to conduct this remote wilderness work. The Maine Conservation Corps also contracts to do this unique trail assessment work, but they were unable to provide services due to lack of staff. MCC recommended NFCT and indicated that they are the only known vendor who could effectively provide the specialized water trail assessment and comprehensive plan the AWW requires.

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

The NFCT and AWW worked together to identify the scope of work and all other estimates, such as time, travel, office work, etc. The following projected costs were provided by the NFCT and vetted by me with representatives of the Maine Conservation Corps who stated that the cost was reasonable:

**Estimated Costs:**

Inventory and Assessment: 166 hours (3 weeks remote work, office work and travel)— \$8,535.80  
 Infrastructure Typicals 12 hours—\$600.00  
 Estimates of Probable Cost 12 hours—\$600.00  
 Final Report and Database 8 hours—\$400.00

**Total:** 196 hours, travel, 3 weeks remote work—**\$10,136**

**PART III: SUPPLEMENTAL INFORMATION**

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

There are no plans for future competition. This is a one time service project.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Amanda E. Beal</i>		
Typed Name:		Date:	4/24/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	5/2/2023