



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/Southern Region Parks/Popham Beach State Park		
Department Contract Administrator or Grant Coordinator:		Samantha Wilkinson		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	CT 20260501*2378	
Amount: (Contract/Amendment/Grant)		\$15,000.00		
CONTRACT	Proposed/Original Start Date:	5/24/2026	Proposed/Most Recent End Date:	5/23/2027
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:		Town of Phippsburg, Maine Police Department		
Brief Description of Goods/Services/Grant:		Route 209 Traffic control services at Popham Beach State Park, Fort Baldwin State Historic Site, and Fort Popham State Historic Site.		

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 Town of Phippsburg, Maine Police Department shall provide traffic control services on Route 209 in Phippsburg, in the areas surrounding Popham Beach State Park, Fort Popham State Historic Site and Fort Baldwin State Historic Site on busy days during high public use times to ensure public safety.

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.

Popham Beach State Park and the adjacent Historic Sites of Fort Popham and Fort Baldwin enjoyed a combined total of over 315,000 visitors in 2025. Most of this exceedingly high public use comes between Memorial Day and Labor Day each year. Traffic routinely gets backed up on Route 209 during those warm summer days when public use is high—since public safety is of the utmost concern at Maine State Parks, it is essential to have traffic control on Route 209 during these busy days. The Phippsburg Police Department is able to hire a seasonal traffic control officer that directs traffic on Route 209.

Popham Beach State Park does not have the staff, nor do the staff have the training or authority, to direct traffic on Route 209. Phippsburg Police Department officers receive the appropriate training to perform traffic control and direct traffic on public roads. They also have the authority to issue tickets for traffic and parking violations that occur on Route 209 (outside of the state park).

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

Since this service is best conducted by local law enforcement, the Bureau of Parks and Lands negotiated a price with the town of Phippsburg for this service.

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

This service is best conducted by law enforcement. It is most cost effective to use the local law enforcement for this service in order to reduce travel time and expenses by the contractor.

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) or (026) – 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](#).

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):	 <p>Signed by: Jo D. Saffair 35D91F71180246C...</p>		
Typed Name:	Jo D. Saffair	Date:	5/8/2026

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:	 <p>Signed by: Kathy Blais 41C2BA36FAF44CD...</p>		
Typed Name:	kathy blais	Date:	5/19/2026