



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:		Department of Agriculture, Conservation and Forestry Bureau of Parks and Lands	
Department Contract Administrator or Grant Coordinator:		Bill Patterson	
(If applicable) Department Reference #:			
Agency Department Code:	01A	Advantage CT / RQS #:	01A 20250701*012
Amount: (Contract/Amendment/Grant)	\$16,376		
CONTRACT	Proposed/Original Start Date:	7/14/2025	Proposed/Most Recent End Date: 12/1/2025
AMENDMENT	New Effective Date:	12/2/2025	New End Date (if Applicable): 12/1/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Moosehead Outdoor Alliance Greenville ME, 04441	
Brief Description of Goods/Services/Grant:		This contract will enable our non-profit partner Moosehead Outdoor Alliance (MOA) reimbursement for mountain bike trail construction at BPL's Little Moose Unit near Greenville. This is funded by a Recreational Trails Program (RTP) grant.	

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 checked="" 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.

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.

In 2022, the Bureau of Parks and Lands (BPL) and the Moosehead Outdoor Alliance (MOA) signed a cooperative agreement to develop mountain bike trails for the public at BPL’s Little Moose Unit near Greenville, Maine. In the last three years, MOA has raised grants and private donations to build approximately ten miles of Mountain Bike trails. In 2025, funding for continued construction was secured by BPL via a \$247,376 RTP Grant. The MOA is providing the 20% match needed to leverage this grant, allowing the trail work to be completed at no direct cost to BPL. In the Summer of 2025, 3.2 miles of new trails were built using these funds, costing \$210,164.33. That leaves \$37,211.67 of grant funding still available to continue trail building in 2026.

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.

Due to the existing MOU between BPL and the 501c3 non-profit MOA for bike trail work specific to the Little Moose Unit, BPL has chosen an MOA in a sole-source process. MOA has developed the vision, planning, and has the on-the-ground volunteer staff to directly contract and oversee the professional trail work that is unique to this location and to be paid for with this reimbursement contract. MOA will be required via this contract to conduct and document a competitive bidding process to subcontract the trail work to a professional trail crew or crews. The key added value to BPL is the ability of MOA to provide the 20% match required for the RTP grant. MOA is not charging any overhead or making any financial gain on the grant.

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

MOA will be subcontracting the work at no added cost to BPL. A further benefit is MOA’s provision of an additional 20% of the funding as required for the RTP trail program match. MOA will be required to conduct and document for BPL an open and competitive bidding process for subcontracting.

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

BPL will continue to conduct trail maintenance and construction work using three different approaches: 1. As in this case, the continued use of cooperative agreements with non-profit partners such as MOA or in other cases entities such as the Maine Conservation Corps. 2. Direct advertising and contracting with professional trail crews, 3. To a limited extent, BPL will also use in-house staff for trail work.

PART III: SUPPLEMENTAL INFORMATION

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):	<div style="border: 1px solid black; padding: 2px;"> <p style="font-size: small; margin: 0;">Signed by:</p> <p style="font-family: cursive; margin: 0;">Jo D. Saffair</p> <p style="font-size: x-small; margin: 0;">35D91F71180246C...</p> </div>		
Typed Name:	Jo D. Saffair	Date:	5/20/2026

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:			
Typed Name:		Date:	