



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, Public Lands		
Department Contract Administrator or Grant Coordinator:		Bill Beeaker		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	01A	Advantage CT / RQS #:	20260429000000002276	
Amount: (Contract/Amendment/Grant)		\$33,000		
CONTRACT	Proposed/Original Start Date:	5/10/2026	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:		High Peaks Alliance, P.O. Box 987, Farmington, ME 04938		
Brief Description of Goods/Services/Grant:		Maintenance and monitoring of Public Lands recreation infrastructure.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	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 Bureau of Parks and Public Lands (BPL) is responsible for the management of the recreation infrastructure on but not limited to the Bigelow Preserve, Dead River Peninsula, Chain of Ponds, Bald Mtn. Rangeley, Mt. Abraham, Flagstaff, Wyman, and Tumbledown Public Lands. These Public Lands contain approximately 46 miles of hiking trails, 60 campsites and several boat launches. Brookfield Hydro provides BPL with more than \$24,000 annually for maintenance of recreation facilities around Flagstaff Lake, and the Tumbledown Alliance provides BPL with \$15,000 annually for recreation management at Tumbledown. As Public Lands have grown in the region (e.g., Oberton), BPL has recognized the value of external partners in managing and monitoring recreational use. The High Peaks Alliance is well-positioned to provide this role.
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.
	The High Peaks Alliance (HPA) is a regional conservation non-profit that is uniquely suited due to overlapping geography and has the experience and the extensive network to recruit, train, and supply qualified Recreation Rangers. HPA manages adjacent lands and trails and so offers a great deal of efficiency in providing this recreation management capacity. The HPA is highly familiar with BPL Conserved lands and prior to beginning this cooperative agreement in 2024, has assisted in the planning, promotion, maintenance, and enhancement of the region's campsites, and backcountry trails both motorized and non-motorized, since 2007.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	The rate negotiated was based on a cooperative, open book development of the actual staff time, travel, and administrative costs for the specific work and does not include any margin of profit for HPA. As a result, the rates were determined fair and reasonable by Jeff Bartley, (Western Region Manager) Stephen Richardson, (Southern Region Manager), Bill Beeaker, (Outdoor Recreation Specialist) and Bill Patterson (Deputy Director).
4.	Describe the plan for future competition for the goods or services.
	BPL will seek to maintain an ongoing, cooperative agreement with HPA or similar conservation partners that may have the capacity to provide recreation management services in the future if they become available

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](#).

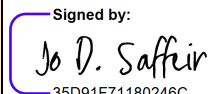
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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):

Signed by:

35D91F71180246C

Typed Name: Jo D. Saffair

Date: 5/1/2026

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:

Signed by:

4C537C52B586437

Typed Name: Sterling Doiron

Date: 5/28/2026

Certificate Of Completion

Envelope Id: 34EFA834-2AD8-8564-8060-0830C4323459
Subject: Complete with Docusign: PJF_Maine_High_Peaks_Alliance_2026.docx (1).pdf
Source Envelope:
Document Pages: 3
Certificate Pages: 1
AutoNav: Disabled
Envelopeld Stamping: Disabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Sterling Doiron
77 State House Station
111 Sewall Street
Augusta, ME 04333
Sterling.Doiron@maine.gov
IP Address: 71.169.188.88

Record Tracking

Status: Original
5/28/2026 8:56:55 AM
Holder: Sterling Doiron
Sterling.Doiron@maine.gov
Location: DocuSign

Signer Events

Sterling Doiron
Sterling.Doiron@maine.gov
Sterling Doiron
Security Level: Email, Account Authentication
(None)

Signature

Signed by:
Sterling Doiron
4C537C52B586437...

Signature Adoption: Pre-selected Style
Using IP Address: 71.169.188.88

Timestamp

Sent: 5/28/2026 8:57:02 AM
Viewed: 5/28/2026 8:57:07 AM
Signed: 5/28/2026 8:57:28 AM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	5/28/2026 8:57:02 AM
Certified Delivered	Security Checked	5/28/2026 8:57:07 AM
Signing Complete	Security Checked	5/28/2026 8:57:28 AM
Completed	Security Checked	5/28/2026 8:57:28 AM

Payment Events

Status

Timestamps