



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:		ACF/BPL/Southern Region Parks		
Department Contract Administrator or Grant Coordinator:		Matt McGuire, Asst. State Park Regional Manager		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$9,120.00	Advantage CT / RQS #:	20220513*2873	
CONTRACT	Proposed Start Date:	06/01/2022	Proposed End Date:	05/31/2023
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:		National Association for Interpretation, Fort Collins, Colorado		
Brief Description of Goods/Services/Grant:		Certified Interpretive Guide (CIG) training for state park staff.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

The 48-hour blended learning course combines online and in-person training that will certify Maine State Park staff as Certified Interpretive Guides. Following the course staff will be able to demonstrate knowledge of the history of interpretation, basic principles of interpretation, program development and presentation. This training is a component of the Maine State Park Ranger Academy and will better prepare staff to tell the stories of our important landmarks and their related cultural and natural histories.

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

The National Association for Interpretation (NAI) is an internationally recognized non-profit training organization dedicated to advancing the profession of heritage interpretation. The CIG course that Maine State Park staff will be undertaking is the same course and certification used by the National Park Service to train and certify their interpretive rangers.

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

The Bureau of Parks and Lands established a price based on a quotation for services.

- B. Describe the plan for future competition for the goods or services.

At this time NAI is the only vendor who provides the CIG training.

PART IV: VENDOR STATUS

Is the vendor currently working?

Yes

No

PART V: 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 VI

PART VI: APPROVALS

Signature of requesting
Department's Commissioner (or
designee):

By signing below, I signify that I approve of this procurement request.

DocuSigned by:

Amanda E. Beal

Printed Name:

20AF3A2882BB4AA...

Date:

5/27/2022

Signature of DAFS Procurement
Official:

DocuSigned by:

Debbie Jacques

Printed Name:

1DFA565D481F42E...

Debbie Jacques

Date:

6/2/2022