



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/Popham Beach State Park		
Department Contract Administrator or Grant Coordinator:		Matt McGuire, Asst. State Park Regional Manager		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$10,000.00	Advantage CT / RQS #:	20220419*2527	
CONTRACT	Proposed Start Date:	06/22/2022	Proposed End Date:	06/21/2023
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:		Police Department, Town of Phippsburg, Phippsburg, Maine		
Brief Description of Goods/Services/Grant:		Traffic and parking enforcement at Popham Beach State Park, Fort Popham and Fort Baldwin State Historic Sites.		

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 Phippsburg Police department, town of Phippsburg, ME shall provide traffic control services on Route 209 in Phippsburg 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 RFP number, if applicable.

Popham Beach State Park is the busiest day use park in the Maine State Park system. In 2021 there were more than 177,000 visitors to this park. Public safety is of the utmost concern at Maine State Parks. The traffic coming into this park on busy days gets backed up on Route 209. It is essential to have traffic control on Route 209 during these busy days. Phippsburg Police 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 receives 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).

- 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 negotiated a price with the town of Phippsburg for this service.

- B. 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 to reduce travel time and expenses by the contractor.

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

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

Department's Commissioner (or designee):	DocuSigned by: <i>Amanda E. Beal</i>		
Printed Name:	20AF3A2882BB4AA...	Date:	6/7/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Printed Name:	1DFA565D481F42E... Debbie Jacques	Date:	6/8/2022