



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:		DECD/Office of Outdoor Recreation	
Department Contract Administrator or Grant Coordinator:		Carolann Ouellette	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 1,500.00.00	Advantage CT / RQS #:	2023052200000003312
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2025
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:		University of Maine, Office of Research & Sponsored Programs, Orono, ME	
Brief Description of Goods/Services/Grant:		The development of this roadmap to advance Maine's Outdoor Recreation Economy will be shaped by key public & private sector stakeholders with the University as Principal Investigator. It will be the guiding plan to support shared goals around economic development, education and workforce training, conservation and stewardship, and public health & wellness.	

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 checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input checked="" type="checkbox"/>	F. University 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.

While the outdoor industry saw significant impacts from COVID-19, from reduced sales to canceled reservations to furloughed workers and disrupted supply chains, it saw a surge in outdoor recreation participation, underscoring an opportunity and a need for long term resiliency planning. With a well-defined strategy, increased investment and support for new and existing companies, R&D, product innovation, commercialization and workforce development, our state's outdoor industry is poised to meet rising demand and create more jobs – helping drive a sustainable, environmentally responsible economy. To achieve this, a bold vision, strategic planning, and state-wide leadership across many sectors is required. This strategic roadmap will identify trends, challenges, and opportunities for growth and diversification of the outdoor recreation economy. The roadmap will provide a guiding framework for stakeholders connected to Maine's outdoor economy and help them align and act on key initiatives.

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

The University will be instrumental in organizing and leading the work associated with the project as they have been the lead investigator for other roadmap projects in Maine including the Forest Opportunity Roadmap, the Sea Maine initiative, Offshore Wind and others.

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

The costs are below standard University of Maine rates since the normal charge for overhead has been waived for this project.

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

We anticipate that the EDA funding will cover all additional goods and services.

PART IV: 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 V.


PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Procurement Justification Form (PJF)

Typed Name:	Heather Johnson, Commissioner	Date:	05/22/2023
Signature of DAFS Procurement Official:	 2A644AF5681F482...		
Typed Name:	David Morris	Date:	6/26/2023