



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:		Agriculture, Conservation & Forestry; Maine Forest Service; Forest Policy & Management	
Department Contract Administrator or Grant Coordinator:		Marleen Lajoie; Morten Moesswilde	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	CT 01A 20240603-3514
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date: 7/31/2025
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:		Andrew H. Shultz, Augusta, Maine	
Brief Description of Goods/Services/Grant:		Programmatic support and training to Landowner Outreach position on Be Woods Wise and Forest Stewardship programs	

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

The Maine Forest Service ("MFS", aka the Bureau of Forestry, Maine Department of Agriculture, Conservation, and Forestry) has a legislative mandate to provide technical assistance, information, education, and outreach to multiple audiences, including (but not limited to)

- School-age children
- Forest landowners
- Forest products harvesters
- Forest managers

MFS implements multiple programs to serve these and other audiences and to achieve the goals of Maine's Forest Action Plan. These efforts also further the objectives of Maine's Climate Action Plan.

Within this broad mandate, MFS has a core program of providing information, educational, technical and financial incentives to woodland owners, through its Be Woods Wise and Forest Stewardship programs. This program is led by the MFS Landowner Outreach Forester (Senior Planner). This position was filled by an interim person for 1.5 years, and prior to that by a staff member who was in post for approximately 1 year leaving state service. The position has been permanently filled as of April 2024.

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

Services are needed to support the Be Woods Wise Program and help train the new Landowner Outreach Forester/Stewardship forestry program manager, including assistance with a variety of required federal and state grant reports, deliverables, performance expectations and direction with new opportunities.

Andy Shultz served as the Landowner Outreach Forester/program manager in this position for 15 years, retiring in 2021. The position was filled with an interim posting for the most recent 18 months, leaving with only essential program needs addressed. Contracting Mr. Shultz will ensure that ongoing programs and existing grants will have adequate attention, while also providing the new LOF the necessary training and depth of understanding to become proficient with program management and delivery. The additional support from Mr. Shultz will allow the incoming LOF to address immediate challenges of program development due to the increased need to work with partners. Other staff will provide assistance; however, Andy is uniquely qualified to provide support and training specific to the Stewardship forestry program, having served ably in the position for many years.

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

Mr. Shultz's professional rate is fair and comparable to others performing similar project work.

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

Program needs should be adequately addressed within the contract period based on increased proficiency and program development by permanent staff.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

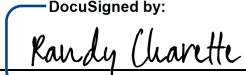

Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Randy Charette	Date:	6/4/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/7/2024