



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; Nicole Rogers	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 60,000	Advantage CT / RQS #:	CT 01A 20240531-3508
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date: 5/31/2026
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:		Maine Association of Conservation Districts, Portland, Maine	
Brief Description of Goods/Services/Grant:		Administrative and programmatic support to Forest Policy & Management 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.

With this broad mandate, MFS relies very significantly on partnerships with the private/nonprofit sector to carry out its mission.

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

Maine Association of Conservation Districts is a statewide nonprofit organization that supports and coordinates the work of 16 local Soil and Water Conservation Districts (SWCDs). The SWCDs work with landowners, natural resource professionals, nonprofit organizations, federal, state and local governments to protect soil, water, forests, wildlife, and other natural resources, while supporting food and fiber production activities. MACD and its member Districts provide technical and financial capacity to a wide range of conservation and natural resource management projects, as well as education, public information and visibility, and awareness of government activities.

MACD and its member Districts have collaborated for many years with Maine Forest Service to educate and advocate for the sustainable use of the forest and the ecological, economic, and social health of Maine's forest community. MACD/SWCDs operates multiple programs working with these same audiences and is a regular partner with MFS in these efforts, including workshops, demonstration forests, conservation fairs, public information and outreach, citizen science, and professional development, and engagement with other natural resource service providers and stakeholders.

MACD is unique in that it has technical and administrative staff, as well as offices/a physical presence in 16 locations throughout the state. This locations along with their regularly staffed offices provide local, in-person access for all audiences to information and services, unlike virtually all other entities. Working across audiences, SWCDs have well-established programs and relationships in Maine communities, with excellent capacity for local outreach. In addition, several of the SWCDs manage demonstration forests in collaboration with MFS, and SWCDs are well-versed in the issues associated with working lands, including farming and forestry. MFS District Foresters, Entomologists, program managers, and other staff have working relationships at the local level with all SWCDs and a history of collaborative and complementary projects.

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

PART III: SUPPLEMENTAL INFORMATION

MACD and/or county SWCDs will invoice MFS for staff time and expenses for the deliverables in this agreement. The contract rates negotiated for professional and administrative services to meet the deliverables of this contract are considered fair and reasonable.

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

MACD/SWCDs' support of MFS program/projects is long-standing and continues to function well at the local and statewide level. MFS District Foresters' activities will be augmented by this additional support. MFS program staff will provide programmatic direction on specific work tasks and local coordination in consultation with MACD, MFS District Foresters, and local SWCDs. MFS efforts to secure competitive and core federal grants will also be enhanced by having MACD/SWCDs as designated partners that are uniquely placed to assist in the implementation of grant deliverables. In addition, MFS's staffing challenges create a unique situation where MACD's partnership in a number of efforts is particularly timely.

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

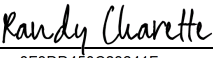

Does this request utilize ARPA/MJRP funds?

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):	DocuSigned by:  <small>8F3DD450C23241F...</small>		
Typed Name:	Randy Charette	Date:	6/4/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/7/2024