



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DACF, Public Lands, Western Region	
Department Contract Administrator or Grant Coordinator:		Bill Patterson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 27,500.00	Advantage CT / RQS #:	20250415*2427
CONTRACT	Proposed Start Date:	5/20/2025	Proposed End Date: 10/31/2025
AMENDMENT	Original Start Date:		Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		High Peaks Alliance, P.O. Box 987, Farmington, ME 04938	
Brief Description of Goods/Services/Grant:		Maintenance and Monitoring for the Western Region Public Lands recreation infrastructure.	

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
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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.

The Bureau of Parks and Public Lands (BPL) is responsible for the management of the Western Region recreation infrastructure, including but not limited to Bigelow Preserve, Perham Stream in Madrid, Mt. Abraham, Flagstaff Lake, Redington, Crocker Mountain, and Tumbledown. These Public Lands contain approximately 23 miles of hiking trails and 45 campsites. Brookfield Hydro provides BPL with more than \$21,000 annually for maintenance of recreation facilities around Flagstaff Lake, and the Tumbledown Alliance provides BPL with \$10,000 annually for recreation management at Tumbledown. As Public Lands have grown in the region (e.g., Perham Stream), BPL has recognized the value of external partners in managing and monitoring the recreational use. The High Peaks Alliance is well-positioned to provide this role.

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

The High Peaks Alliance (HPA) is a regional conservation non-profit that is uniquely suited due to overlapping geography and has the experience and the extensive network to recruit, train, and supply a qualified Recreation Ranger. HPA manages adjacent lands and trails and so offers a great deal of efficiency in providing this recreation management capacity. The HPA is highly familiar with BPL Conserved lands and prior to beginning this cooperative agreement in 2024, has assisted in the planning, promotion, maintenance, and enhancement of the region's campsites, and backcountry trails both motorized and non-motorized, since 2007.

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

The rate negotiated was based on a cooperative, open book development of the actual staff time, travel, and administrative costs for the specific work and does not include any margin of profit for HPA. As a result, the rates were determined fair and reasonable by Jeff Bartley, interim Regional Manager and Bill Patterson Deputy Director.

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

BPL will seek to maintain an ongoing, cooperative agreement with HPA or similar conservation partners that may have the capacity to provide recreation management services in future if they become available.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


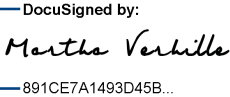
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Amanda Beal	Date:	6/17/2025
Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	6/20/2025