



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW				
Department Office/Division/Program:		Inland Fisheries and Wildlife/Resource Management/Lands Program		
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III – Lands Management Biologist		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$8,400.00	Advantage CT / RQS #:	09A-2025061800000003201
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	9/12/2025
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:		Robert W. Libby and Sons, Inc. Cornish, ME		
Brief Description of Goods/Services/Grant:		Parking area improvement at Mt. Agamenticus WMA		

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.	<p>The Lands Program with the Department of Inland Fisheries and Wildlife is responsible for coordinating habitat management, in support of seven regions and seventeen wildlife biologists, on wildlife management areas (WMAs) throughout the entire state. The Department manages approximately 120,000 acres of land for the development, maintenance and enhancement of wildlife habitat.</p> <p>Infrastructure improvement is a significant amount of the work the Program accomplishes in support of the regions. Some infrastructure is used to access trails and periodic maintenance is required. The proposed project at the Mt. Agamenticus WMA will improve a trail head parking access site for hunters and other users, offering them a place to park a vehicle away from a nearby public road. This and other similar parking locations are also critical for Department staff access needs in order to conduct wildlife survey and forest inventory projects.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Locating contractors interested in projects, particularly small projects, is increasingly challenging. This difficulty is even more pronounced in the southern half of the state. Housing development and large public infrastructure projects offer contractors steadier work and more lucrative opportunities. Large earthwork contractors are engaged long-term on major projects and most smaller contractors are frequently subcontracting with larger contractors or working exclusively on their own projects. One contractor agreed to examine work and perform the project, which will take less than two days to complete.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>I met with the contractor to discuss the elements of the project and also time and materials rates. With some variation, rates were found to be consistent with those in central and southern Maine. The contract is a not-to-exceed price based on hourly rates for equipment and materials costs for estimates of each.</p>
4. Describe the plan for future competition for the goods or services.	<p>Pursue other potential contractors and encourage bidding.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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):	DocuSigned by: <i>Judith Camuso</i> <small>2E11948D8425475...</small>		
Typed Name:	Judith A. Camuso	Date:	6/24/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	6/24/2025

Certificate Of Completion

Envelope Id: 101DCA9C-9201-4A88-8297-D0C09063D689	Status: Completed
Subject: Complete with Docusign: Robert W Libby and Sons PJF 20250618-3201 - Mt. A.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Karen Estabrook
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	Karen.Estabrook@maine.gov
	IP Address: 198.182.163.113

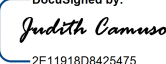
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Signer Events

Judith Camuso
 judy.camuso@maine.gov
 Commissioner
 Security Level: Email, Account Authentication (None)

Signature

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Sent: 6/18/2025 7:02:51 AM
 Resent: 6/23/2025 8:13:58 AM
 Viewed: 6/24/2025 8:30:05 AM
 Signed: 6/24/2025 8:30:25 AM

Electronic Record and Signature Disclosure:
 Accepted: 10/19/2020 7:28:05 AM
 ID: 24d64f2e-00cf-46c0-b117-54ad17a1fc59

In Person Signer Events

Signature

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Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

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Certified Delivery Events

Status

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Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	6/18/2025 7:02:52 AM
Certified Delivered	Security Checked	6/24/2025 8:30:05 AM
Signing Complete	Security Checked	6/24/2025 8:30:25 AM
Completed	Security Checked	6/24/2025 8:30:25 AM

Payment Events

Status

Timestamps

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: heather.rodrique@maine.gov

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- ii. send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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