



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Dept of Inland Fisheries and Wildlife		
Department Contract Administrator or Grant Coordinator:		Emily MacCabe		
(If applicable) Department Reference #:				
Agency Department Code:	09A	Advantage CT / RQS #:	09A-20260504*2406	
Amount: (Contract/Amendment/Grant)	\$188,600.00			
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	7/15/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Maine System acting through University of Maine, Orono, Maine		
Brief Description of Goods/Services/Grant:		Provide quality educational opportunities for Maine youth, adults, and families to learn more about enjoying recreational opportunities.		
PART II: JUSTIFICATION FOR VENDOR SELECTION				
Check the box below for the justification(s) that applies to this request. (Check all that apply.)				
☐	A. Competitive Process	☐	G. Grant	
☐	B. Amendment	☐	H. State Statute/Agency Directed	
☐	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed	
☐	D. Proprietary/Copyright/Patents	☒	J. Willing and Qualified	
☐	E. Emergency	☐	K. Client Choice	
☐	F. Higher Education Cooperative Project	☐	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 moose permit auction was created by the Legislature in 1995 to provide funding to support youth education (Title 7463-, #13) S.P.57 -L.D. 175; 12 MRSA 11154, sub-11). MDIFW auctions 10 moose hunting permits annually to applicants who submit the highest bid through a written process. All funds from the sale of these permits are deposited into a non-lapsing funds used to pay the costs to administer the program and to fund youth education programs. MDIFW uses these funds annually to fund scholarships to allow Maine resident youth to attend conservation related camps at DHHS licensed summer camps in Maine.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Any qualified and interested DHHS licensed summer camp offering overnight or qualifying programs are eligible.

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

Grantee meets qualifications as a licensed summer camp that offers program to youth that result in safety certifications within MDIFW's programs.

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

Qualified of interested DHHS licensed summer camps can request to receive funds to use for scholarships to support youth in qualifying programs.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):*Timothy Peabody*[Timothy Peabody \(May 4, 2026 16:56:54 EDT\)](#)

Typed Name:

Timothy Peabody, Acting Commissioner

Date:

05/04/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:

Signed by:

Sterling Doiron[4C537C52B586437...](#)

Typed Name:

Sterling Doiron

Date:

6/8/2026

PJF UMaine Camp 2026-2027

Final Audit Report

2026-05-04

Created:	2026-05-04
By:	Kristina bedard (kristina.r.bedard@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAi7tL5EXtByyMwXfC1W-CDHy1nkA_pJAM

"PJF UMaine Camp 2026-2027" History

-  Document created by Kristina bedard (kristina.r.bedard@maine.gov)
2026-05-04 - 8:45:28 PM GMT
-  Document emailed to Timothy Peabody (timothy.e.peabody@maine.gov) for signature
2026-05-04 - 8:45:33 PM GMT
-  Email viewed by Timothy Peabody (timothy.e.peabody@maine.gov)
2026-05-04 - 8:48:26 PM GMT
-  Document e-signed by Timothy Peabody (timothy.e.peabody@maine.gov)
Signature Date: 2026-05-04 - 8:56:54 PM GMT - Time Source: server
-  Agreement completed.
2026-05-04 - 8:56:54 PM GMT

Certificate Of Completion

Envelope Id: FEF46395-75CB-8205-8363-4475BF56889E

Status: Completed

Subject: Complete with Docusign: PJF UMaine Camp 2026-2027 - signed.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

6/8/2026 4:12:06 PM

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Sent: 6/8/2026 4:12:11 PM

Viewed: 6/8/2026 4:12:16 PM

Signed: 6/8/2026 4:12:37 PM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

6/8/2026 4:12:11 PM

Certified Delivered

Security Checked

6/8/2026 4:12:16 PM

Signing Complete

Security Checked

6/8/2026 4:12:37 PM

Completed

Security Checked

6/8/2026 4:12:37 PM

Payment Events

Status

Timestamps