



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:		Department of Agriculture, Conservation and Forestry Bureau of Parks and Lands		
Department Contract Administrator or Grant Coordinator:		Bill Patterson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 231,000	Advantage CT / RQS #:	CT 20250701*12
CONTRACT	Proposed Start Date:	<b>7/14/2025</b>	Proposed End Date:	12/1/2025
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:		Moosehead Outdoor Alliance 7 Minden Street P.O. Box 924 Greenville ME, 04441		
Brief Description of Goods/Services/Grant:		This contract will enable our non-profit partner Moosehead Outdoor Alliance (MOA) reimbursement for mountain bike trail construction at BPL's Little Moose Unit near Greenville. This is funded by a Recreational Trails Program (RTP) grant.		

**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.

In 2022, the Bureau of Parks and Lands (BPL) and the Moosehead Outdoor Alliance (MOA) signed a cooperative agreement to develop mountain bike trails for the public at BPL’s Little Moose Unit near Greenville, Maine. In the last three years, MOA has raised grants and private donations to build approximately ten miles of Mountain Bike trails. During the Summer of 2025, funding for continued construction will be provided by BPL via reimbursement to MOA using Recreational Trails Program (RTP) funds that BPL has secured. The MOA will match these funds with 20% of donated funding, allowing the trail work to be completed at no direct cost to BPL.

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

Due to the existing MOU between BPL and the 501c3 non-profit MOA for bike trail work specific to the Little Moose Unit, BPL has chosen an MOA in a sole-source process. MOA has developed the vision, planning, and has the on-the-ground volunteer staff to directly contract and oversee the professional trail work that is unique to this location and to be paid for with this reimbursement contract. MOA will be required via this contract to conduct and document a competitive bidding process to subcontract the trail work to a professional trail crew or crews. The key added value to BPL is the ability of MOA to provide the 20% match required for the RTP grant. MOA is not charging any overhead or making any financial gain on the grant.

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

MOA will be subcontracting the work at no added cost to BPL. A further benefit is MOA’s provision of an additional 20% of the funding as required for the RTP trail program match. MOA will be required to conduct and document for BPL an open and competitive bidding process for subcontracting.

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

BPL will continue to conduct trail maintenance and construction work using three different approaches: 1. As in this case, the continued use of cooperative agreements with non-profit partners such as MOA or in other cases entities such as the Maine Conservation Corps. 2. Direct advertising and contracting with professional trail crews, 3. To a limited extent, BPL will also use in-house staff for trail work.

**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.

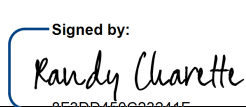

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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):	 <p>Signed by: Randy Charette 8F93DD450C23241F...</p>		
Typed Name:	Randy Charette	Date:	7/11/2025
Signature of DAFS Procurement Official:	 <p>DocuSigned by: Martha Verhille 891CE7A1493D45B...</p>		
Typed Name:	Martha verhille	Date:	7/14/2025