



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:		Department of ACF – Division of Forest Protection		
Department Contract Administrator or Grant Coordinator:		Joseph Mints – DACF Forest Protection (207)712-9074		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$56,607.50	Advantage CT / RQS #:	20230526000000003412
CONTRACT	Proposed Start Date:	7/15/2023	Proposed End Date:	12/31/2023
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:		Schoodic Institute at Acadia National Park 9 Atterbury Cir, (P.O. Box 277) Winter Harbor, Me 04696		
Brief Description of Goods/Services/Grant:		Training facility; providing classrooms, lodging and meals for Division of Forest Protection training programs.		

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. University 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 Forest Service, Division of Forest Protection is seeking to enter into contract with the Schoodic Institute to provide a training facility location that meets the Divisions training needs and requirements for an 8-week Advanced Ranger School (ARS) program, along with a pre-program supervisory and cadre orientation meeting location. This school in recent years has been held at agency owned facilities. The direct costs of those schools in terms of food and lodging were considerably more than what Schoodic has quoted us for a complete cost package. That package includes far superior facilities and the ability to return a more effective and efficient on campus residency style training program. *See Training Agenda.

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

The Schoodic Institute is a former military base located in Winter Harbor and within Acadia National Park ownership. The facility provides a variety of classrooms; open areas of sufficient size for various field exercises; and a helicopter LZ and pad for helicopter training elements. It also provides access to large adjacent NPS forested areas for forestry, environmental, land navigation and mapping training elements. The facility additionally provides apartment style lodging (former barracks) for students and a cafeteria to provide meal requirements. This venue is the only facility that we are aware of that provides all of the various combinations of classroom, outdoor and lodging needs, while also coming in below the standard daily per diem rate per person.
*See Advanced Ranger School overview and requirements supplement.

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

The cost quote for this training and meeting series comes in at below the standard per diem rate. The overall daily per person cost for the Advanced Ranger School comes in at \$89.02. This is below the standard per diem rate of \$157.00.

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

The Advanced Ranger School is what is frequently referred to as a "Post School" by State of Maine Agencies. It is the training and development program requirement that provides technical training for Forest Rangers in the areas of wildland fire and incident management, forestry, regulatory and natural resource protection. It is typically conducted on a 3 year basis allowing for the combination of training and experience of new Forest Rangers while also providing adequate student numbers (class sizes) to make it cost efficient for the agency on that 3 year basis.

-Given the overall quality of this training facility and the very reasonable price point, we would like to request for this facility to be considered for a potential Master Agreement to better provide for future training and meeting locations. Respectfully that potential Master Agreement should not cause delays in securing this contract request and immediate need.

-Research on Procurement Services intranet page does not show that a Master Agreement is currently in place.

PART III: SUPPLEMENTAL INFORMATION

-The University of Maine system and other State Agencies currently use Schoodic Institute for similar events and training. In the case of the University System events are paid for using a Purchase Order (PO). Indicating some degree of financial framework is currently in place, that could likely be expanded on in a Master Agreement setup and process.

-The Maine Criminal Justice Academy is unavailable during this timeframe with BLETP, Basic Corrections School and five other In-Service training events being conducted during this same time frame.

Click or tap here to enter text.

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: <i>Amanda E. Beal</i> 20AF3A2882BB4AA...		
Typed Name:	Amanda E. Beal	Date:	8/9/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	8/11/2023