



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	
Department Contract Administrator or Grant Coordinator:		William Patterson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 12,480.89	Advantage CT / RQS #:	RQS 20250729000000000173
CONTRACT	Proposed Start Date:	1/8/2024	Proposed End Date: 9/1/2025
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:		Maine Appalachian Trail Land Trust PO Box 761 Portland, ME 04104	
Brief Description of Goods/Services/Grant:		Real estate closing costs associated with three parcels of conservation land acquisitions - the "Orbiton Keystone" parcels.	

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 Bureau of Parks and Public Lands (BPL) works with a variety of non-profit partners to transact the acquisition of Conservation land related to programs such as Maine For Lands Future (LMF), Land and Water Conservation Fund (LWCF), and the Forest Legacy Program (FLP). Partners are essential in raising private donations and writing grants to acquire land as well as providing staff and legal capacity to negotiate and close transactions. In these Orbiton Keystone acquisitions, the Maine Appalachian Trail Land Trust (MATLT) played a crucial role in negotiating with the sellers and hiring counsel to facilitate the closing as well as make timely payment of the required prorated property tax payments due as detailed on the attached invoice. These costs are often not known down to the dollars and cents until the time of closing, so having the MATLT pay these costs at closing as agreed on in the Purchase and Sale Agreement with the Bureau of Parks and Lands is instrumental to the real estate closing procedures.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The Purchase and Sale Agreement with the MATLT was a sole-source selection process due to the fact that MATLT had successfully negotiated the sale of the conserved lands with private landowners and was the only entity with the Purchase and sale contracts in place with the sellers. BPL routinely works with a variety of non-profit land trusts in this manner to conserve land through the state of Maine.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The rates presented by invoice are the exact costs of the transaction (recording fees, legal fees, property taxes due, etc.) with no overhead or fees applied by the MATLT.</p>
4. Describe the plan for future competition for the goods or services.	<p>BPL will seek to maintain an ongoing, cooperative agreement with MATLT and similar non-profit conservation partners that have the capacity to cooperate on conservation land acquisitions in Maine.</p>

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.

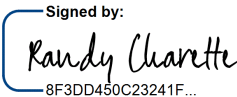
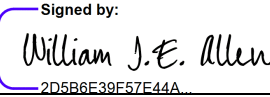
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	Signed by:  <small>8F3DD450C23241F...</small>		
Typed Name:	Randy Charette, DACF Deputy Commissioner	Date:	8/1/2025
Signature of DAFS Procurement Official:	Signed by:  <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	8/25/2025

NOI 0820250807 Confirming