



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 \$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:		DACF/BPL/MCC		
Department Contract Administrator or Grant Coordinator:		Christy Owen		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	20260723000000000177	
Amount: (Contract/Amendment/Grant)		\$15,500.00		
CONTRACT	Proposed/Original Start Date:	8/10/2026	Proposed/Most Recent End Date:	6/30/2027
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:		Dunfey Group, LLC Warren, VT		
Brief Description of Goods/Services/Grant:		Provide expertise on workforce development for conservation corps		

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 MCC is embarking on a strategic planning process to develop career pathways for our members. This work is being funded by a one-year strategic planning grant (Subaward agreement ID: AEC_MCC_2026) from The Corps Network with funding from the Casey Foundation – Project/Initiative: Corps To Careers. To successfully complete the grant requirements, additional expertise is required on the MCC Team to help produce the expected strategic document. As the strategic plan will be used to justify additional grant support to implement the plan over a multi-year period, it is critical that the MCC has adequate capacity to meet donor expectations.

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.

The principle partner, Shannon Dunfey, has unique knowledge and understanding developing career pathways, specifically for outdoor recreation. A former member of MCC, having served in 2009, she understands the MCC program and opportunities service can create for future employment in conservation, environmental leadership, and outdoor recreation. She has a background in strategic communications and planning for outdoor recreation employers and is an adjunct professor for the University of Vermont. Importantly, the vendor has unique knowledge of the project at hand, and goals of MCC, through time volunteered recently in a professional capacity. Educating and getting another vendor up to speed would be timely and cost prohibitive.

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

The negotiated price is reasonable for a fixed price agreement based on deliverables. The agreement is not based on hourly rates, which tend to have hourly market rates of \$75-\$200/hour for similar services, rather on agreed upon deliverables. It is estimated that at a minimum, the scope of work proposed will take 440 hours to complete. Using the lowest market rate for comparable service, the estimated value of this contract is \$33,000. Thus, this is a more cost-effective approach to ensure that work product meets expectations and limits the potential for inefficient use of billable hours. The funding available is through a grant specifically for the purpose of developing a strategic plan. Ms. Dunfey's name was included in the approved proposal budget as a consultant and has received approval from the Donor.

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

This position is tied to a grant with a one year period of performance with no expectation of further need for services once completed.

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](#).

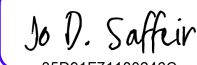
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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):

Signed by:

35D91F71180246C...

Typed Name:

Jo D. Saffair, Deputy Commissioner

Date:

8/12/2026

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:

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Typed Name:

Michael Hartmann

Date:

8/12/2026