



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:	MDIFW – Information & Education		
Department Contract Administrator or Grant Coordinator:	Emily MacCabe		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	RQS-09A-2024091200000000399
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	National Conservation Leadership Institute, Sheperdstown, WV		
Brief Description of Goods/Services/Grant:	Tuition to two week-long training programs in WV, includes lodging and meals. October 20-27, 2024, and May 18-24, 2025		
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.

National Conservation Leadership Institute provides comprehensive leadership training workshops for natural resource related organizations throughout North America, including Federal Agencies, State Fish and Wildlife Agencies, Non-Governmental Organizations, and Tribal and Natural Resource-related Industry Organizations.

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

NCLI is a unique organization that provides a one-of-a-kind leadership training program specifically for professionals who work for natural resource agencies. There is not a comparable program offered by another vendor.

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

The costs associated with the training program/workshop are similar to other leadership style-programs.

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

In the instance that another vendor develops a similar workshop that offers the same opportunity then a competitive quote/bid process would be 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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


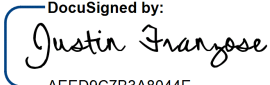
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	 Timothy Peabody (Sep 12, 2024 12:51 EDT)		
Typed Name:	Timothy Peabody	Date:	09/12/2024
Signature of DAFS Procurement Official:	 AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	9/20/2024






PJF NCLI Tuition 2024-2025

Final Audit Report

2024-09-12

Created:	2024-09-12
By:	Kristina Paulhus (kristina.r.bedard@maine.gov)
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