



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:		Agriculture, Conservation & Forestry; Maine Forest Service; Forest Policy & Management	
Department Contract Administrator or Grant Coordinator:		Marleen Lajoie; Nicole Rogers	
(If applicable) Department Reference #:			
Agency Department Code:	01A	Advantage CT / RQS #:	CT 01A 20250205-1857
Amount: (Contract/Amendment/Grant)		\$72,500	
CONTRACT	Proposed/Original Start Date:		Proposed/Most Recent End Date:
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:	1/6/2025	Grant Start Date:
	Project End Date:	12/31/2025	Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine TREE Foundation, Augusta, Maine	
Brief Description of Goods/Services/Grant:		Provide administrative and programmatic support to Forest Management programs & grant deliverables.	

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 checked="" 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. Higher Education 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.

The Maine Forest Service ("MFS", aka the Bureau of Forestry, Maine Department of Agriculture, Conservation, and Forestry) has a legislative mandate to provide technical assistance, information, education, and outreach to multiple audiences, including (but not limited to)

- School-age children
- Forest landowners
- Forest products harvesters
- Forest managers

MFS implements multiple programs to serve these and other audiences and to achieve the goals of Maine's Forest Action Plan included in the USDA Grant Award 24-DG-11094200-131, State Forest Action Plan, Objective #3 Enhancing Woodland Owner Engagement through Maine's Tree Farm Program. These efforts also further the objectives of Maine's Climate Action Plan.

With this broad mandate, MFS relies very significantly on partnerships with the private/nonprofit sector to carry out its mission.

There were delays in receiving the federal grant notification to proceed in executing these grant funds due to federal directed pauses while the federal government assessed federal grant awards to ensure they aligned with the current administration. Agreement dates are aligned with the grant activities in the grant award.

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.

Maine TREE Foundation is a nonprofit organization whose mission is to educate and advocate for the sustainable use of the forest and the ecological, economic, and social health of Maine's forest community. Maine TREE operates multiple programs working with these same audiences and is a regular partner with MFS in these efforts.

Maine TREE Foundation is unique in that it serves multiple audiences and has knowledgeable staff dedicated to its various programs, many of which have been successfully implemented for many years. Maine TREE also has a long track record of working with and providing essential support to other entities, notably the Maine Tree Farm program. Maine TREE's support of the Maine Tree Farm program is long-standing and continues to function well. Maine's Tree Farm Program has existed for many decades and is considered an essential landowner recognition program by MFS. The Maine Tree Farm program will continue to rely on Maine TREE support. MFS participation with this and other programs, as well as MFS success in securing competitive and core federal grants, relies on designated partners in the implementation of grant deliverables. In addition, MFS's staffing challenges create a unique situation where Maine TREE's partnership in a number of efforts is particularly timely. It would take too much time and cost more to work with a different partner for these goals.

Maine TREE Foundation is listed in the State Forest Action Plan grant award to help complete Objective #3 Enhancing Woodland Owner Engagement through Maine's Tree Farm Program.

PART III: SUPPLEMENTAL INFORMATION

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

Maine TREE's will invoice MFS for staff time and expenses for the deliverables in this agreement. The contract rates negotiated for professional and administrative services to meet the deliverables of this contract are considered fair and reasonable.

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

In the future MFS will look at other providers that can offer similar services.

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'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:

Randy Charette

8F3DD450C23241F...

Typed Name:

Randy Charette

Date:

8/29/2025

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 <u>designee specifically authorized to approve emergency procurement requests.</u>			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:		Signed by: Sterling Doiron	
Typed Name:		Date:	9/2/2025

Certificate Of Completion

Envelope Id: EE4C7FC3-4C74-42C2-8F4C-82DC76149CAF		Status: Completed
Subject: Complete with Docusign: PJF_Maine_TREE_Foundation_Updated_CT_01A_20250205-1857.docx (1).pdf		
Source Envelope:		
Document Pages: 4	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Sterling Doiron
AutoNav: Disabled		77 State House Station
Envelopeld Stamping: Disabled		111 Sewall Street
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Augusta, ME 04333
		Sterling.Doiron@maine.gov
		IP Address: 198.182.163.121

Record Tracking

Status: Original	Holder: Sterling Doiron	Location: DocuSign
09/02/2025 07:18	Sterling.Doiron@maine.gov	

Signer Events

Sterling Doiron
Sterling.Doiron@maine.gov
Sterling Doiron
Security Level: Email, Account Authentication (None)

Signature

Signed by:
Sterling Doiron
4C537C52B586437...

Signature Adoption: Pre-selected Style
Using IP Address: 198.182.163.121

Timestamp

Sent: 09/02/2025 | 07:18
Viewed: 09/02/2025 | 07:18
Signed: 09/02/2025 | 07:19
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	09/02/2025 07:18
Certified Delivered	Security Checked	09/02/2025 07:18
Signing Complete	Security Checked	09/02/2025 07:19
Completed	Security Checked	09/02/2025 07:19

Payment Events

Status

Timestamps