



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:		Corrections/ Juvenile Justice Advisory Group		
Department Contract Administrator or Grant Coordinator:		Linda Barry Potter		
(If applicable) Department Reference #:				
Agency Department Code:	03A	Advantage CT / RQS #:	20250624*3255	
Amount: (Contract/Amendment/Grant)	\$30,000			
CONTRACT	Proposed/Original Start Date:	8/27/2025	Proposed/Most Recent End Date:	9/30/2025
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:		Boys & Girls Clubs of Border Towns Presque Isle, ME		
Brief Description of Goods/Services/Grant:		Intertribal Campground Operation		

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 checked="" 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 Juvenile Justice Advisory Group is providing funding for the Intertribal Summer Camp scheduled for July 27 through August 1, 2025. This program is a component of JJAG's broader efforts to support culturally relevant and community-driven services for at-risk youth in northern Maine. The Intertribal Summer Camp will provide a unique opportunity for Maliseet, Mi'kmaq, Passamaquoddy, Penobscot, and Abenaki youth to come together in a safe, supportive environment to celebrate and learn about their distinct cultures, languages, values, and traditions.

The camp will host both overnight and day campers, offering a range of activities designed to foster cultural identity, community connection, and personal growth. This initiative directly supports JJAG's mission to improve outcomes for at-risk youth by promoting protective factors such as cultural belonging, positive social engagement, and skill development.

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 Boys & Girls Club of Border Towns is the only organization in Northern Maine with the established capacity, programming, and community relationships necessary to deliver culturally relevant youth services for Native populations in this region. As the primary provider serving Maliseet, Mi'kmaq, Passamaquoddy, Penobscot, and Abenaki youth, the organization offers unique access to tribal elders, language instructors, and cultural educators that no other local entity can provide. Their existing infrastructure, trusted presence within tribal communities, and demonstrated success in delivering Native-centered programming make them uniquely qualified to administer the Intertribal Summer Camp. Selecting this vendor ensures the program's authenticity, cultural integrity, and effectiveness in meeting the goals of the grant funding. Website for the Mi'kmaq Nation (<https://micmac-nsn.gov/youth>), Maliseet (<https://maliseets.net/youth-department>) both reference this vendor as the only provider of these services.

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

The negotiated contract amount of \$30,000 is fair and reasonable based on the scope and scale of services to be provided by the Boys & Girls Club of Border Towns. This funding supports a week-long Intertribal Summer Camp serving youth from the Maliseet, Mi'kmaq, Passamaquoddy, Penobscot, and Abenaki tribal communities and includes programming, staffing, materials, lodging, meals, transportation, and coordination of multiple cultural activities.

The cost aligns with comparable youth camp programs in Maine when factoring in the unique cultural components and the specialized expertise required to deliver traditional teachings, language instruction, and tribal arts. The vendor's existing relationships with tribal elders, language speakers, and cultural practitioners eliminate the need for additional contracting or coordination expenses, resulting in an efficient use of funds.

PART III: SUPPLEMENTAL INFORMATION

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

At this time, the Boys & Girls Club of Border Towns is the only organization in Northern Maine with the expertise to provide culturally relevant programming for Maliseet, Mi'kmaq, Passamaquoddy, Penobscot, Sipayak, and Abenaki communities. If the Department determines another vendor is capable of providing these services in these regions, the Department will create a competitive solicitation.

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):DocuSigned by:
Conner McFarland
FD522942914A4F8...

Typed Name:

Conner McFarland

Date:

9/8/2025

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 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:DocuSigned by:
Sara Thompson
1AA58C7FD4B44B6...

Typed Name:

Sara Thompson

Date:

22 september 2025