



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:		Maine Dept of Inland Fisheries and Wildlife	
Department Contract Administrator or Grant Coordinator:		Emily MacCabe	
(If applicable) Department Reference #:			
Agency Department Code:	09A	Advantage CT / RQS #:	20260827000000000488
Amount: (Contract/Amendment/Grant)		\$24,960.00	
CONTRACT	Proposed/Original Start Date:	10/1/2026	Proposed/Most Recent End Date: 9/30/2028
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:		Sportsman's Alliance of Maine (SAM), Augusta, ME	
Brief Description of Goods/Services/Grant:		Lease agreement to establish the use of land and building space for outdoor and indoor classroom space for MDIFW programming.	
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.

This lease is to secure access to a unique property that will support Maine's hunting and trapping programs and includes access to special features such as a range, ponds, indoor teaching space, equipment storage and outdoor features that allow the Department to provide a safe and high-quality experience for new hunters and trappers within 3 miles from the Augusta Headquarters.

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.

MDIFW requires a site near its Augusta headquarters that provides outdoor acreage suitable for conservation education, including hunter, archery, trapping, and aquatic programming; access to archery, rifle, and shotgun ranges; ponds; heated indoor classroom space; equipment storage; and sufficient scheduling access to conduct recurring programming throughout the year. MDIFW reviewed other potential locations, including West Gardiner Rod and Gun Club and Monmouth Fish and Game, and determined that those sites did not provide the combination of facilities, availability, proximity, and year-round access required. MDIFW has also historically utilized other outdoor education locations, including UMaine Bryant Pond and other facilities, but those locations do not provide the same combination of proximity and scheduling flexibility. The Sportsman's Alliance of Maine property is located approximately three miles from MDIFW headquarters and is the only site identified through the Department's review that meets the complete program requirement.

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

The two-year lease amount is \$24,960, or \$12,480 annually. The annual amount was developed using an estimated four program-use days per month, or approximately 48 program days annually, resulting in an effective rate of approximately \$260 per day. MDIFW compared this rate with documented facility-use pricing from the University of Maine 4-H Camp & Learning Center, which lists a Day Use rate of \$800. The SAM property also provides range access, ponds, indoor classroom space, equipment storage, wooded acreage, year-round maintenance, and recurring scheduling access. Based on the documented comparison and the additional facilities and access included with the SAM lease, MDIFW determined the negotiated rate to be fair and reasonable.

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

Approximately six months prior to the September 30, 2028 contract expiration, MDIFW will review the local market to determine whether any similarly equipped facilities have become available. If a viable alternative capable of meeting the Department's requirements is identified, MDIFW will conduct the applicable competitive procurement before the current agreement expires.

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):

Typed Name: Timothy Peabody

Date:

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:

Sterling Doiron

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Typed Name: Sterling Doiron

Date:

9/17/2026

Signature: Timothy E. Peabody
Timothy E. Peabody (Sep 14, 2026 14:17:30 EDT)

Email: timothy.e.peabody@maine.gov

PJF SAM Lease 2026-2028

Final Audit Report

2026-09-14

Created:	2026-09-14
By:	Kristina bedard (kristina.r.bedard@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJ6lp3CMnK88-agAB82Z-ex6OLTMJ7UZ1

"PJF SAM Lease 2026-2028" History

-  Document created by Kristina bedard (kristina.r.bedard@maine.gov)
2026-09-14 - 4:22:07 PM GMT
-  Document emailed to timothy.e.peabody@maine.gov for signature
2026-09-14 - 4:22:23 PM GMT
-  Email viewed by timothy.e.peabody@maine.gov
2026-09-14 - 6:16:00 PM GMT
-  Signer timothy.e.peabody@maine.gov entered name at signing as Timothy E. Peabody
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-  Document e-signed by Timothy E. Peabody (timothy.e.peabody@maine.gov)
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Certificate Of Completion

Envelope Id: B8D45785-A4E3-85E9-80D1-D92A60C8E609

Status: Completed

Subject: Complete with Docusign: PJF SAM Lease 2026-2028 - signed.pdf

Source Envelope:

Document Pages: 4

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Sterling Doiron

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111 Sewall Street

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Augusta, ME 04333

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Sterling Doiron

Security Level: Email, Account Authentication
(None)

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Sterling Doiron

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Signature Adoption: Pre-selected Style

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Sent: 9/17/2026 12:27:10 PM

Viewed: 9/17/2026 12:27:16 PM

Signed: 9/17/2026 12:27:34 PM

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

9/17/2026 12:27:10 PM

Certified Delivered

Security Checked

9/17/2026 12:27:16 PM

Signing Complete

Security Checked

9/17/2026 12:27:34 PM

Completed

Security Checked

9/17/2026 12:27:34 PM

Payment Events

Status

Timestamps