



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:	MDIFW- Recreational Safety		
Department Contract Administrator or Grant Coordinator:	Emily MacCabe		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,000	Advantage CT / RQS #:	09A-20241003*924
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date: 9/30/2025
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:	Sportsman's Alliance of Maine, Augusta, Maine		
Brief Description of Goods/Services/Grant:	Lease agreement to establish the use of land for outdoor 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.)			
<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.

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 RFP number, if applicable.

This site is unique in that there are no other viable options or vendors to do programming, while having full access to the site and the calendar in which to do so.

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

The lease is based on an average day rental of a similar site used for programming and based on an average of 4 days/month (estimated.) Similar fees have been charged by various organizations between \$150-\$300 per day, yet most lack the features and full access this agreement provides.

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

This would be reviewed should a similarly equipped location/site become available and at that point would likely go out to bid. In this instance, it is very unlikely as this site and organization has very unique attributes not commonly found in Maine, and certainly in near proximity to headquarters in Augusta. [Click or tap here to enter text.](#)

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):	 <small>Timothy Peabody (Oct 3, 2024 13:23 EDT)</small>		
Typed Name:	Timothy Peabody	Date:	10/03/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	10/11/2024






PJF SAM Lease 2024-2025

Final Audit Report

2024-10-03

Created:	2024-10-03
By:	Kristina Paulhus (kristina.r.bedard@maine.gov)
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-  Document created by Kristina Paulhus (kristina.r.bedard@maine.gov)
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