



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:	MDIFW – Recreational Safety		
Department Contract Administrator or Grant Coordinator:	Emily MacCabe		
(If applicable) Department Reference #:			
Agency Department Code:	09A	Advantage CT / RQS #:	20250929*670
Amount: (Contract/Amendment/Grant)	\$12,000		
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date: 9/30/2026
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, Augusta, Maine		
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.)			
<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. 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.

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.

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.

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):	 Emily MacCabe (Sep 29, 2025 10:05:01 EDT)		
Typed Name:	Emily MacCabe	Date:	09/29/2025

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 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		
Typed Name:	4C537C52B586437... Sterling Doiron	Date:	10/28/2025






PJF SAM Lease 2025-2026

Final Audit Report

2025-09-29

Created:	2025-09-29
By:	Kristina Paulhus (kristina.r.bedard@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAN_SOIRv84VT0dtbJPD47qL8L7FE62Q7

"PJF SAM Lease 2025-2026" History

-  Document created by Kristina Paulhus (kristina.r.bedard@maine.gov)
2025-09-29 - 1:59:10 PM GMT
-  Document emailed to Emily MacCabe (emily.maccabe@maine.gov) for signature
2025-09-29 - 1:59:15 PM GMT
-  Email viewed by Emily MacCabe (emily.maccabe@maine.gov)
2025-09-29 - 2:04:49 PM GMT
-  Document e-signed by Emily MacCabe (emily.maccabe@maine.gov)
Signature Date: 2025-09-29 - 2:05:01 PM GMT - Time Source: server
-  Agreement completed.
2025-09-29 - 2:05:01 PM GMT

Certificate Of Completion

Envelope Id: 00FF7629-A9BF-4F4F-BF46-31367C3BE2E3
 Subject: Complete with Docusign: PJF SAM Lease 2025-2026 - signed.pdf
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 1
 AutoNav: Disabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 198.182.163.113

Record Tracking

Status: Original
 10/28/2025 | 10:02
 Holder: Sterling Doiron
 Sterling.Doiron@maine.gov
 Location: DocuSign

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: 198.182.163.113

Timestamp

Sent: 10/28/2025 | 10:02
 Viewed: 10/28/2025 | 10:02
 Signed: 10/28/2025 | 10:03
 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

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	10/28/2025 10:02
Certified Delivered	Security Checked	10/28/2025 10:02
Signing Complete	Security Checked	10/28/2025 10:03
Completed	Security Checked	10/28/2025 10:03

Payment Events

Status

Timestamps