



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DACF, Public Lands, Western Region	
Department Contract Administrator or Grant Coordinator:		Tim Post	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 27,000.00	Advantage CT / RQS #:	20231011*1078
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 12/31/2026
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:		Maine Appalachian Trail Club, P.O. Box 8087, Bangor, ME 04402-8087	
Brief Description of Goods/Services/Grant:		Contract is for Maine Appalachian Trail Club who are providing care takers for Bigelow Preserve/Horns Pond Site.	

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.

The Bureau of Parks and Public Lands is responsible for the management of the Bigelow Preserve, which contains approximately 30 miles of Appalachian Trail and the Horn's Pond group campsite. BPL and MATC have a long-standing history of meeting the needs of the public in this remote setting. This type of management requires extensive hiking and camping skills under primitive conditions for extended periods of time. MATC has the organization, experience, and the extensive network to recruit, train, and supply a qualified caretaker.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

BPL has been partnering with MATC for 20 + years in Monitoring and patrolling the 30 plus miles of trail in the Bigelow unit.

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

Originally BPL was supposed to cover 50 percent of the position cost, now we are paying 9,000 for a position that costs almost 19,000 per year.

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

BPL will consider other options in the future if they become available

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:
Amanda E. Beal
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Procurement Justification Form (PJF)

Typed Name:		Date:	10/26/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	11/6/2023