



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:		DECD/Office of Outdoor Recreation		
Department Contract Administrator or Grant Coordinator:		Carolann Ouellette		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 25,000.00	Advantage CT / RQS #:	CT19A20231128000000001523
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date:	6/30/2024
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:		Center for Community GIS Denver, CO		
Brief Description of Goods/Services/Grant:		Deliver the highest quality, current information about Maine's expansive trails available to users on the Internet and maintain and expand relationships with trail managers and landowners statewide.		

## 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.

CCGIS/Maine Trail Finder (MTF) fills a valuable communications role for numerous state agencies and departments (e.g., Bureau of Parks & Lands, Office of Tourism, Inland Fisheries & Wildlife) by providing critical information about trails, trail experiences, stewardship and user etiquette, and user analytics. The pandemic created an incredible increase in demand for outdoor recreation and in particular, trails and that demand has remained consistent even after the pandemic. This increased demand has elevated the need to provide information about additional trails across the state so that users can find other options to help alleviate overcrowding on current trails. With this increased use comes the recognition of the importance of sharing messaging around recreating responsibly, stewarding the recreation assets and supporting local businesses in and around the trails. This project will more specifically focus on the promotion of accessible and low-barrier trails within the wider context of supporting broad participation in outdoor recreation by diverse users including, but not limited to, underserved communities and aging adults; support CCGIS-led community learning opportunities for trail managers and landowners to help them identify, eliminate, and minimize physical and communications barriers.

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

CCGIS is a dynamic L3C company that supports the mapping and geographic information needs of public interest groups, large and small. Since 2005, CCGIS has supported over 200 organizations engaged in recreation, tourism, natural resources management, land conservation, agriculture and food systems, public health, poverty alleviation, education, cultural heritage promotion, and historic preservation.

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

Based on fees for other website development work at the Office of Tourism, this fee proposal is in line with that work.

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

As more tech companies continue to enter this space, we will look to issuing an RFP in the future. However at this point, CCGIS/Maine Trail Finder is the only organization that works directly with the resource managers for trail information and business owners for business/event listings to ensure accuracy and timely updates.

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

Does this request utilize ARPA/MJRP funds?


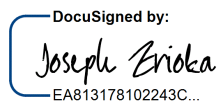
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Heather Johnson	Date:	11/21/2023
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/21/2023