



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 #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 7,500.00	Advantage CT / RQS #:	20240401*2691
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date: Click or tap to enter a date.
AMENDMENT	Original Start Date:	5/1/2024	Effective Date: 8/1/2024
	Previous End Date:	10/26/2024	New End Date: 10/26/2024
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		High Peaks Alliance, P.O. Box 987, Farmington, ME 04938	
Brief Description of Goods/Services/Grant:		This amendment is for the High Peaks Alliance (HPA) contract, who is providing maintenance and monitoring for Western Region Public Lands recreation infrastructure.	

## 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 checked="" 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 checked="" 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
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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.	<p>The Bureau of Parks and Public Lands (BPL) is responsible for the management of the Western Region infrastructure including but not limited to, Bigelow Preserve, Perham Stream in Madrid, Mt. Abraham, Flagstaff Lake, Reddington, and Crocker Mountain Public Lands which contains approximately 12 miles of hiking trails and 45 campsites. Brookfield Hydro provides BPL more that \$21,000.00 annually for maintenance of recreation facilities around Flagstaff Lake. HPA has the organizational experience and the extensive network to recruit, train, and supply a qualified Recreation Ranger. <b>(The amendment to the contract is to add funds to cover additional areas in the Bigelow Preserve Unit that have become in need of attention since the contract was finalized. Adding funds is necessary to cover the additional time and area for the Recreational Ranger to cover.)</b></p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The High Peaks Alliance (HPA) has assisted in the planning, promotion, maintenance, and enhancement of the region's campsites, backcountry trails, motorized and non-motorized, existing and new since 2007.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The rate negotiated was compared to local rates for similar work and was determined fair and reasonable by Tim Post Regional Manager.</p>
4. Describe the plan for future competition for the goods or services.	<p>BPL will consider other options in the future if they become available.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/>	Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/>	Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/>	No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
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Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

☒ Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

## PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:

*Amanda E. Beal*

26AF3A2862BB4AA...

Typed Name:

Date:

7/12/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:

*Martha Verhille*

891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

7/25/2024