

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

| | | | | | |
|---|----------------------|--|----------------------|-----------|--|
| Department Office/Division/Program: | | Inland Fisheries and Wildlife/Wildlife Resource Assessment Section | | | |
| Department Contract Administrator or Grant Coordinator: | | Nathan Bieber, Wildlife Biologist Brenda Lord, Wildlife Secretary | | | |
| (If applicable) Department Reference #: | | N/A | | | |
| Estimated Contract or Grant Amount: | \$ 11,700.00 | Advantage CT / RQS #: | CT-09A-20210126*2106 | | |
| AMENDMENT | Original Start Date: | | New Start Date: | | |
| | Original End Date: | | New End Date: | | |
| GRANT | Project Start Date: | | Grant Start Date: | | |
| | Project End Date: | | Grant End Date: | | |
| ALL OTHER | Proposed Start Date: | 1/26/2021 | Proposed End Date: | 8/31/2021 | |
| Vendor/Provider/Grantee Name, City, State: | | Matson's Laboratory, LLC, 135 Wooden Shoe Lane, Manhattan, MT 59741 | | | |
| Brief Description of Goods/Services/Grant: | | Deer tooth cleaning, staining, sectioning, and age analysis. | | | |

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

| | | | |
|----------|-----------------------------------|--|----------------------------------|
| | A. Competitive Process | | G. Grant |
| | B. Amendment | | H. State Statute/Agency Directed |
| X | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | J. Willing and Qualified |
| | E. Emergency | | K. Client Choice |
| | F. University Cooperative Project | | L. Other Authorization |

PART III: SUPPLEMENTAL QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

The department regulates the harvest of white-tailed deer to ensure that harvest is sustainable and that local deer populations are maintained within management guidelines. The harvest is regulated primarily through the annual allocation of any-deer permits. The allocation of any-deer permits is based on the health of a Wildlife Management District's (WMD's) deer population and management objectives. An important index used to monitor the health of a WMD's deer population is its age structure. The most accurate way to age deer is to extract an incisor, cut and stain sections of the incisor, and count annual growth rings on the tooth. This year, we need to age 2,024 deer teeth collected from hunter-killed deer.

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PART III: SUPPLEMENTAL QUESTIONS

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

To our knowledge, the Matson's Laboratory is the only lab to regularly work with state wildlife agencies to cut, prepare, and analyze thousands of teeth. We have worked with the Dahl Chase lab in Bangor, Maine in the past, when they have sectioned and stained a limited number of teeth for us, which were then analyzed by WRAS staff in the Bangor headquarters lab. As of 2019, the Dahl Chase lab is no longer processing deer teeth, so all teeth will be sent to Matson's Laboratory.

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

The cost per tooth at Matson's will be ~\$5.65 for cleaning (\$0.55), sectioning (\$3.35), and analysis (\$1.75).


When we contracted with the Dahl Chase lab, the total spent per tooth was ~\$1-1.50 less, but they did not age the teeth, only prepare them. Costs were therefore comparable. While we received results from Dahl Chase sooner given the limited number of samples they had to prepare, we did then have to analyze the cut and stained teeth in-house using Department staff time.

We do have the capacity to cut and stain teeth in-house, however, this is very costly as it is a slow process to learn and become proficient at, and dedicating staff to cutting, staining, and analyzing teeth diverts their efforts from other projects. If a staff biologist were to prepare all of the teeth at a rate of \$29.33/hour, the cost to clean, section, and analyze each tooth would be ~\$4-\$5 per tooth depending on proficiency level, however the resulting product would likely be of a lesser quality, and the involved staff would also be required to divert attention from other projects while processing the teeth in-house. Lastly, the machine used in-house to cut teeth is ~50 years old and may not be able to handle the required volume of teeth.

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

Currently, Matson's is the only laboratory that is available to cut and prepare large numbers of wildlife teeth for analysis on behalf of state wildlife agencies. If another laboratory becomes available to provide this service, we will use a competitive process to select the best vendor to conduct this work.

PART IV: APPROVALS

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|---|---|--------------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
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| Printed Name: | Nathan Webb | Date: | 1/26/2021 |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Debbie Jacques</i> | | |
| Printed Name: | 1DFA565D481F42E... Debbie Jacques | Date: | 1/27/2021 |