



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 Division of Animal Health	
Department Contract Administrator or Grant Coordinator:		Carolyn Hurwitz, Assistant State Veterinarian	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 19,998.90	Advantage CT / RQS #:	CT 01A 20220105*1632
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date: 12/31/2022
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:		US DEPT AGRICULTURE APHIS - WILDLIFE SERV ST. LOUIS, MO	
Brief Description of Goods/Services/Grant:		Perform program response activities involving escaped domestic cervids and boar from DACF licensed cervid facilities and Certified Large Game Shooting Areas (CLGSAs). Activities include surveillance, tracking, public outreach and animal euthanasia. Other services including assisting DACF with collection of Chronic Wasting Disease samples from domestic cervids.	

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 purpose of this Cooperative Service Agreement is to allow USDA, Wildlife Services (WS) to assist Maine Department of Agriculture, Conservation & Forestry, Division of Animal and Plant Health (ME DACF DAPH) on an as needed basis to perform lethal removal of escaped domestic cervids and escaped domestic boar from licensed cervid facilities and Certified Large Game Shooting Areas (CLGSAs). USDA WS is also able to assist DACF with collection of Chronic Wasting Disease samples from domestic cervids. These are routine activities required for the management of this DACF captive cervid program, however the department does not have access to the necessary resources to perform these duties unassisted.

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

This CSA has been in place for many years with USDA APHIS WS division. The USDA APHIS WS is uniquely situated to perform all duties stated in the workplan under one contract, rather than multiple contracts with private vendors therefore reducing administrative costs to DACF and total response and corrective actions. This also facilitates a rapid response to reports of escaped animals, which often continue over weekends and holidays. This vendor also has a CSA with DIFW as well, so mutual all inclusive services for multiple State Departments are realized with one vendor.

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

The costs associated with this CSA are fair and reasonable and are accounted for on a "per incident" basis. All response activities (hours worked, miles traveled, consumables utilized) are recorded and reimbursed to the grantee based on each separate request made by DACF for response assistance. USDA WS is able to support some response activities described by this CSA through federally funded initiatives such as feral swine control programs.

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

Future competition is possible if the posting of this document brings forth more vendors determined to be qualified to complete this work plan all-inclusive.

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:	Amanda E. Beal	Date:	1/11/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i> 1DFA565D481F42E...		
Typed Name:	Debbie Jacques	Date:	1/20/2022