



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:		Inland Fisheries and Wildlife / Wildlife Diversity Section	
Department Contract Administrator or Grant Coordinator:		Cory Stearns and Diana Harper	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,541	Advantage CT / RQS #:	CT-09A-20231201*1550
CONTRACT	Proposed Start Date:	1/2/2024	Proposed End Date: 3/31/2024
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:		The Student Conservation Association, Inc. Arlington, VA	
Brief Description of Goods/Services/Grant:		Providing intern to perform surveys for cottontail rabbits in southern Maine	

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.

MDIFW has a need for an intern to assist the Department with surveys for cottontail rabbits in southern Maine. This work will meet our obligations for the range-wide New England cottontail (NEC) monitoring program and conduct other surveys to search for currently unknown NEC populations.

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

The Student Conservation Association offers a comprehensive recruiting and administrative services for agencies using their interns. They not only offer excellent service to agencies, but provide students pursuing careers in conservation, outstanding work experience through their program. I am not aware of another organization that can provide the recruiting services offered by the Student Conservation Association.

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

If temporary service contractors were used to do this work, they would be paid at least \$15 per hour, which would be \$19.65/hour with overhead. The Student Conservation Association is proposing to charge IFW \$8,541 for one intern for 11 weeks. This amounts to an hourly rate of \$19.41 per hour, and thus is less expensive than hiring a contractor through Project Staffing. Interns working for the Student Conservation Association are considered volunteers by the USFWS Federal Aid Office. As volunteers, they still can be paid for travel expenses and modest living expenses. Each intern will receive \$300/week from SCA as a living allowance. If a MDIFW technician level position were to do the same work, the total cost would be \$14,577.20 (\$33.13 x 40 x 11). Federal Aid allows the difference between the cost of interns and what IFW would have had to pay equivalent staff to be used as in-kind match for projects funded with federal funds. Therefore, we would generate a substantial amount of federal match. In addition, the student will receive valuable work experience that may help him/her find career employment and an AmeriCorps award that can be used to cover education expenses.

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

We will continue to look for other vendors that provide interns for outdoor conservation work.

### 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.

**Procurement Justification Form (PJF)**

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Tim Peabody</i> 03275703AA74438...		
Typed Name:	Tim Peabody	Date:	12/22/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	1/2/2024