



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:		Adrienne Leppold Karen Estabrook, Division Secretary		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 13,020	Advantage CT / RQS #:	09A- 2023122600000001796
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date:	12/31/2024
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:		Maine Audubon 20 Gilsland Farm Road, Falmouth, Maine 04105		
Brief Description of Goods/Services/Grant:		The primary responsibility of this provider will be to assist with authorship of wintering and breeding bird species accounts, introductory chapters, and contribute to any final data review needed to keep the project on track for final publication submission in 2025.		

## 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
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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.

State Wildlife Action Plans (SWAPs) provide the foundation for wildlife conservation in states and Maine's 2015 Wildlife Action Plan identified a contemporary bird atlas as a priority "Conservation Action". More than 420 species of birds occur in Maine during some point of their annual life cycle. In addition, of the 225 species of birds that nest in Maine, 150 of them are considered Species of Greatest Conservation Need (SGCN) (MDIFW 2015). To address the Department's mission to preserve, protect, and enhance bird populations, for use and enjoyment by current and future generations, we must improve our understanding of the abundance and distribution of Maine's birds. This bird atlas project will be invaluable for collecting data using "state-of-the-art" science to inform future wildlife action plans, both for common species and SGCN.

We anticipate a Maine Breeding and Wintering Bird Atlas will reveal changes in the distribution of breeding birds from the first atlas and systematically measuring breeding bird abundances will be invaluable in guiding future species status assessments and wildlife action plans. Furthermore, there has never been a systematic statewide effort to document the distribution of wintering birds, which can vary drastically from the composition of avifauna other times of the year. Given changes across our landscape that result in the loss or alteration of habitat, the abundance data collected as part of this atlas will provide critical baseline information for evaluating population changes of Maine's birds in the future.

Over the five-years of data collection (2018-2022), the Maine Bird Atlas has amassed ~6 million observations of over 300 breeding and wintering bird species. This information can only be valuable to interested stakeholders if properly analyzed, interpreted, and disseminated. Accomplishing these end-of-project goals and compiling the estimated 700-page final book publication in a timely manner requires a team of experts. Additionally, the scale of and interest in this project has resulted in numerous requests for results summary presentations by birders and natural history groups state-wide, many of which were citizen science contributors. Continued support staff will be essential for meeting these demands.

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

Maine Audubon is uniquely qualified and positioned to successfully see this project through to publication. They have a history of working collaboratively with various organizations to achieve state recovery goals for species of special concern, identify important bird areas, and assist in conservation driven research. The contracted individual is also one of only five in the state that reviews sightings for the Maine bird records committee. This experience and overall knowledge of Maine bird natural history has been and will continue to be invaluable for quality control of data and authorship of numerous species accounts.

The Bird Atlas is a collaborative effort involving multiple partners from across the birding community in Maine. Successful completion of the project is dependent on maintaining continuity among project partners, contractors, and MDIFW staff. This provider has been involved with the Bird Atlas since the project was initiated in 2017. They are the only provider with the requisite expertise, connections, and background to successfully assist with final data review for the Bird Atlas and will be responsible for the largest species account authorship load, having already committed to writing 15% of the total needed accounts and one introductory chapter.

Additionally, Maine Audubon's established outreach and educational program will help facilitate dissemination of results and scheduling of presentations to interested stakeholders.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Department concluded the negotiated costs are fair and reasonable based on previous contracts for this provider. Furthermore, the annual average salary for a comparable, full-time position would be more than \$45,000/year, plus overhead. For a less than part-time work contract, this is on par with the national average.

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

Recruitment of additional volunteers and other individuals from partnering agencies to assist in authoring individual species accounts as the project nears completion is ongoing.

**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:  
*Judith L Camuso*  
2E11018D8426476...

Typed Name:

Judy Camuso

Date:

1/2/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Martha Verhille*  
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

1/2/2024