



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		ME Dept of Inland Fisheries & Wildlife	
Department Contract Administrator or Grant Coordinator:		Emily MacCabe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$6,555	Advantage CT / RQS #:	RQS-09A-20241203*817
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:		IHEA, Lolo, MT	
Brief Description of Goods/Services/Grant:		IHEA-USA online volunteer Annual Conference Attendance and Training	

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.	IHEA (International Hunter Education Association) is the governing body for the hunter education standards nationally, and provides education, training, and instructor resources for all 50 states. It includes registration to virtual conferencing and training modules. The membership provides access to all content for instructor members for the period of 1/1/2024 – 12/31/2024.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	IHEA is a sole source provider and responsible for the standards, content and instructor training tools and support based on the North American hunter education model.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Registration is based on \$20. per instructor, but IHEA offers memberships to all hunter education administrators for their active instructor base for the rate of \$15.00. (a 25% discount per person, with \$5. as match towards the federal grant that supports the hunter education program.)
4. Describe the plan for future competition for the goods or services.	IHEA is the only provider for the membership and content.

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	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.	

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Timothy Peabody</i> Timothy Peabody (Jan 7, 2025 11:40 EST)		
Typed Name:	Timothy Peabody	Date:	01/07/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i> 7008796FB36A449...		
Typed Name:	Michael McNeil	Date:	1/17/2025

NOI 0120250044






PJF IHEA

Final Audit Report

2025-01-07

Created:	2025-01-07
By:	Kristina Paulhus (kristina.r.bedard@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAA0gddTQydQ3nag90YB2E2ITpZ24AZLPN

"PJF IHEA" History

-  Document created by Kristina Paulhus (kristina.r.bedard@maine.gov)
2025-01-07 - 4:00:58 PM GMT
-  Document emailed to Timothy Peabody (timothy.e.peabody@maine.gov) for signature
2025-01-07 - 4:01:06 PM GMT
-  Email viewed by Timothy Peabody (timothy.e.peabody@maine.gov)
2025-01-07 - 4:40:08 PM GMT
-  Document e-signed by Timothy Peabody (timothy.e.peabody@maine.gov)
Signature Date: 2025-01-07 - 4:40:44 PM GMT - Time Source: server
-  Agreement completed.
2025-01-07 - 4:40:44 PM GMT